

# State of Missouri Employer's Tax Guide

Starting a new business? The Missouri Department of Revenue and the Department of Labor and Industrial Relations,
Division of Employment Security, want to make starting your business as easy as possible. Go to
<a href="https://dors.mo.gov/tax/coreg/index.jsp">https://dors.mo.gov/tax/coreg/index.jsp</a>
to fill out the online registration.

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# **General Information**

Please refer to specific filing requirements and filing due dates each time you receive your Withholding Tax Voucher Book of reporting forms.

To ensure your tax records are protected and confidential, the Missouri Department of Revenue will not release tax information to anyone who is not listed in our records as an owner, partner, member, or officer for your business. If your partners, members, or officers change, you must update your registration with the department by completing a Form 126, Registration Change Request, before tax information can be released to those new partners, members, or officers. If you would like the department to release tax information to an accountant, tax preparer, or another individual who is not listed on your account, please complete a Power of Attorney Form.

#### **Filing Online**

Missouri Now you can file and pay Form MO-941, Employer's Department of Revenue Return of Income Taxes Withheld online using a Credit Card or E-Check (Electronic Bank Draft).

**Note:** You must have a valid Missouri Tax ID Number to file and pay using this system, and must know the Filing Period for which you are filing. See description of payment methods and fees below.

**Electronic Bank Draft (E-Check)**. By entering your bank routing number, checking account number, and your next check number, you can pay online. There will be a minimal handling fee per filing period/transaction to use this service.

**Credit Card.** This filing and payment system accepts MasterCard, Discover, Visa, and American Express. The convenience fees listed below will be charged to your account for processing the credit card payment:

Amount of Tax Paid	Convenience Fee
\$0.00-\$33.00	\$1.00
\$33.01-\$100.00	3.0%
\$100.01-\$250.00	2.9%
\$250.01-\$500.00	2.8%
\$500.01-\$750.00	2.7%
\$750.01-\$1,000.00	2.6%
\$1,000.01-\$1,500.00	2.5%
\$1,500.01-\$2,000.00	2.4%
\$2,000.01 or more	2.3%

**Note:** The handling and/or convenience fees included in these transactions are being paid to the third party vendor, Collector Solutions Inc., **not** to the Missouri Department of Revenue. By accessing this filing and payment system, the user will be leaving Missouri's web site and connecting to the web site of Collector Solutions, Inc. The web site of Collector Solutions, Inc., is a secure and confidential web site.

# To file and pay online, please visit: www.dor.mo.gov/tax/business/payonline.htm

**TXP Bank Project (TXP)** — TXP offers another option for filing your tax payments. It allows you to provide payment and report information to your bank. The bank, in turn, converts the information into a CCD+ format that allows it to transfer your return information along with your

authorized ACH credit to the department. The option is available to any Missouri taxpayer filing a Form MO-941, Employer's Return of Income Taxes Withheld.

**Telefile** — The Telefile System allows an employer to file a Form MO-941, Employer's Return of Income Taxes Withheld, which does not have money due, by calling toll-free (888) 948-4653. The system will prompt you for a Processing Identification Number (PIN) which is located on the front cover of your withholding voucher book, Missouri identification number and return information. You will enter the information on your touch-tone telephone. At the completion of the call, you will be given a confirmation number that you can reference in any correspondence with the department.

Why should you use an alternative filing method? By utilizing echeck, credit card, TXP Bank Project, or Telefile for filing your withholding tax return, you eliminate the possibility of postal delays and possible late filing/payment fees and the cost and time to generate, sign, and mail returns and checks. The Missouri Department of Revenue saves processing and data entry costs associated with paper filings.

To learn more about any of these alternative filing methods, please write the Missouri Department of Revenue, P.O. Box 543, Jefferson City, Missouri 65105-0543, e-mail elecfile@dor.mo.gov, or call (573) 751-3930. Access www.dor.mo.gov/tax/elecprog.htm to obtain electronic filing packages. Persons with speech or hearing impairments may use TDD (800) 735-2966 or fax (573) 526-1881.

#### Withholding Formula

- Updated withholding tax information is included in each voucher book.
- The information is presented in an "easy to follow" worksheet to calculate withholding tax.
- Visit www.dor.mo.gov/tax to try our online withholding tax calculator.

#### **Magnetic Media Reporting**

Employers with 250 or more employees must file on magnetic media. See page 9 for more information.

#### **Federal Income Tax Deduction**

An individual's federal income tax deduction is limited to \$5,000 (\$10,000 on a combined return).

# Withholding Requirements for Nonresident Individual Partners and Shareholders

Partnerships and S corporations may be required to withhold Missouri income tax on nonresident individual partners and shareholders. If the partnership pays or credits amounts to nonresident individual partners as distributive shares of the partnership income for a taxable year of the partnership, or if the S corporation pays or credits amounts to nonresident individual shareholders as dividends or as their share of the S corporation's undistributed taxable income for the taxable year, withholding may be required. Withholding is **not required** if:

- The nonresident partner or shareholder, not otherwise required to file a return, elects to have the Missouri income tax due paid as part of the partnership's or S corporation's composite return;
- 2. The nonresident partner or shareholder, not otherwise required to file a return, had Missouri assignable federal

adjusted gross income from the partnership or S corporation of less than \$1,200;

- 3. The partnership or S corporation is liquidated or terminated;
- Income was generated by a transaction related to termination or liquidation; or
- 5. No cash or property was distributed in the current or prior taxable year.

The required withholding must be remitted to the Missouri Department of Revenue annually.

#### **Rounding on Missouri Returns**

You must round the amounts that you withhold from your employees to the nearest whole dollar. For 1 cent through 49 cents, round down to the previous whole dollar amount (round \$32.49 down to \$32.00). For 50 cents through 99 cents, round up to the next whole dollar amount (round \$32.50 up to \$33.00). For your convenience, the zeros have already been placed in the cent columns on the returns.

#### To Request Forms:

Missouri Department of Revenue

Taxation Bureau P.O. Box 3022

Jefferson City, Missouri 65105-3022

Telephone: (800) 877-6881 or (573) 751-5337

Forms-by-Fax: (573) 751-4800 Internet: www.dor.mo.gov/tax

#### **Information Concerning Registration:**

Missouri Department of Revenue

Taxation Bureau P.O. Box 3300

Jefferson City, Missouri 65105-3300

Telephone: (573) 751-5860

E-mail: businesstaxregister@dor.mo.gov

#### **General Information Concerning Withholding Tax:**

Missouri Department of Revenue

Taxation Bureau P.O. Box 3375

Jefferson City, Missouri 65105-3375

Telephone: (573) 751-7200 E-mail: **withholding@dor.mo.gov** 

# Missouri Income Tax Withholding Instructions

#### 1. Employers

An employer is any person, firm, corporation, association, fiduciary of any kind, or other type of organization for whom an individual performs services as an employee, unless the person or organization for whom the individual performs service does not have control of the payment of compensation for the service (Section 143.191, RSMo). The term employer means the person, including all government agencies, who controls the payment of the compensation.

An employer required to withhold Missouri income tax is personally liable for the tax. Any amount of tax actually deducted and withheld by an employer is a special fund in trust for the Director of Revenue (Section 143.241, RSMo). An employee does not have a right of action against the employer with respect to any money

deducted and withheld from his/her wages if it is paid to the Director of Revenue in good faith compliance with the Missouri income tax law.

**Transient Employers** — Section 285.230, RSMo, requires transient employers who temporarily transact any business in Missouri to file a financial assurance instrument with the Missouri Department of Revenue to secure payment of withholding taxes.

**Transient Employer Defined** — A transient employer is an employer as defined in Sections 143.191, 285.230, and 288.032, RSMo, who: 1) makes payment of wages taxable under the Missouri Income Tax Law, the Workers' Compensation Law, and the Missouri Employment Security Law; 2) is not domiciled in Missouri; and 3) temporarily transacts any business within the state. If the transaction of business is not reasonably expected to continue for 24 consecutive months, the employer must register as a transient employer.

Section 143.183, RSMo, requires the venue (venue is the entity that pays the entertainer) to withhold 2 percent of the gross compensation paid to nonresident entertainers who perform in Missouri. If the venue withholds 2 percent of the gross compensation paid, the nonresident entertainer is no longer required to comply with the transient employer laws previously defined. The venue must file a Form MO-2ENT for each individual entertainer who performs at the venue's location. Form MO-1ENT must be filed on a quarterly basis to give the department a total reconciliation of payments for individual entertainers during the quarter.

If the venue does not withhold 2 percent of the gross compensation paid to the nonresident entertainer who performed in the state, the professional entertainer is responsible for registering as a transient employer. Please use the following formula to compute Missouri withholding tax:

#### **Total Performance Days in Missouri**

Total Performance Days for the Year = Missouri Income Percentage Missouri Income Percentage x \*Total Income = Missouri Income

Missouri Income x 6% = Missouri Withholding Tax

\*Total income includes regular professional entertainer salaries, wages, guaranteed payments, deferred payments, severance pay, and bonuses paid or any other compensation paid to the nonresident professional entertainer or business entity.

For more information concerning transient employers, contact the department by e-mail at **nexus@dor.mo.gov** or write the Taxation Bureau, P.O. Box 295, Jefferson City, MO 65105-0295.

Section 143.091, RSMo, states that any term used in Sections 143.011 to 143.996, RSMo, shall have the same meaning as when used in a comparable context in the laws of the United States relating to the federal income taxes, unless a different meaning is clearly required by the provisions of Sections 143.011 to 143.996, RSMo. Any reference in Sections 143.011 to 143.996, RSMo, to the laws of the United States shall mean the provisions of the laws of the United States relating to federal income taxes, as the same may be or become effective, at any time or from time to time, for the taxable year.

# 2. Employer Registration and I.D. Number

#### A. Employer to Register for Withholding

Every employer must register with the Missouri Department of Revenue by completing a Form 2643, Missouri Tax Registration Application. A permanent registration number will be assigned. This number is not transferable and should be referred to in all reports and correspondence concerning Missouri income tax withholding. If you have filed the registration application and have a report and payment due before you receive your registration number, write "Applied For"

in the "MO Tax I.D. Number" box, list the name of the business exactly as it is on the registration application, and file the report timely to take advantage of the compensation deduction and avoid interest and additions to tax charges. A new application is required and a new tax identification number will be assigned when any change in ownership or ownership type occurs. An employer who receives a new tax identification number as a result of a change in ownership type, must file a Form MO-941F, Employer's Withholding Final Report, to close the former account. Failure to close the former account will cause non-filer notices to be issued.

**Note:** If your business is only open for several months out of the year, you may register as a seasonal employer. As a seasonal employer, you will only be required to file a Form MO-941 for the periods that you indicated you will have employees on Form 2643, Missouri Tax Registration Application. (You may be considered a transient employer. Please refer to paragraph 1, "Transient Employer Defined".)

#### B. Change in Organization or Ownership

A new Missouri Tax I.D. Number is required for most organizational or ownership changes. Contact the department if any change in organization or ownership occurs. You may download Form 2643, Registration Tax Application, at **www.dor.mo.gov/tax/forms/** and return it to the department to receive a new tax identification number. You may e-mail **businesstaxregister@dor.mo.gov** or you may call (573) 751-5860 for more information about registration requirements and how they apply to your specific situation.

# C. Employer With More Than One Payroll Unit — Complex Employer

If a consolidated report and remittance of the tax withheld cannot be made by the employer because of the complexity of the organization, branch offices or divisions may be designated as withholding agents. The withholding agents may perform the actual withholding and remitting. However, regardless of any internal arrangements that may be established by the complex employer, the legal responsibility and liability under the law still rests with the home office.

If the complex employer has designated withholding agents and the agents wish to claim the compensation deduction, only one agent is entitled to the full compensation deduction and the remaining agents are entitled to 1/2 percent compensation deduction of income taxes withheld if the returns are filed timely.

The home office must, in all cases, apply to the Missouri Department of Revenue using a Form 2643, Missouri Tax Registration Application, for a Missouri Tax I.D. Number so the deduction for compensation can be allowed.

#### 3. Who are Employees?

The term "employee" for Missouri withholding purposes has the same meaning as it has for federal withholding (see *Circular E, Employer's Tax Guide*, published by the Internal Revenue Service). This definition is the same for Missouri residents and nonresidents.

#### 4. What are Taxable Wages?

The term "wages" for Missouri income tax withholding purposes has the same meaning as it has for federal withholding (see *Circular E, Employer's Tax Guide*, published by the Internal Revenue Service). Wages include all pay given to an employee for services performed. The pay may be in cash or in other forms. Wages include salaries, vacation allowances, bonuses, and commissions, regardless of how measured or paid.

#### A. Nonresident Employees Subject to Withholding

If a nonresident employee performs all services within Missouri, tax shall be withheld from all wages paid him/her as in the case of a resident. If services are performed partly within and partly without the state, only wages paid for services performed within Missouri are subject to Missouri income tax withholding, provided the employee files with the employer a Form MO W-4A, Certificate of Nonresidence/Allocation of Withholding Tax. The employee may determine the portion of wages allocable to Missouri on the basis of the preceding year's experience.

If only a portion of an employee's wages is subject to Missouri income tax withholding, then the amount of Missouri tax required to be withheld is calculated using a percentage of the amount listed in the withholding tables. The calculation begins by determining the amount that would be withheld if all the wages were subject to Missouri withholding. This amount is then multiplied by a percentage that is determined by dividing the wages subject to Missouri withholding by the total federal wages.

Example: A nonresident earns \$20,000 in wages, \$12,000 from Missouri sources. Missouri withholding would be 60 percent (\$12,000 / \$20,000 equals 60 percent) of the withholding required on \$20,000. Therefore, if \$100 per month should be withheld for an individual earning \$20,000, then for this nonresident, \$60 should be withheld each month ( $$100 \times 60 \text{ percent} = $60$ ).

#### B. Resident of Missouri Employed in Another State

A Missouri resident paying income tax to another state because of employment in that state may file a Form MO W-4C, Withholding Affidavit for Missouri Residents. Income received for services performed in another state not having a state income tax is subject to Missouri withholding. If services are performed partly within and partly without the state, only wages paid for services performed within Missouri are subject to Missouri withholding tax, if the services performed in the other state are subject to the other state's income tax. If only a portion of an employee's wages is subject to Missouri withholding tax, then the amount of Missouri tax required to be withheld is calculated using a percentage of the amount listed in the withholding tables. The calculation begins by determining the amount that would be withheld if all the wages were subject to Missouri withholding. This amount is then multiplied by a percentage that is determined by dividing the wages subject to Missouri withholding tax by the total federal wages.

Example: The employee performs 40 percent of his/her services in Kansas. The remaining 60 percent of the employee's services are performed in Missouri. If the total withholding on all earnings is \$40 per month, the actual withholding for Missouri would be  $$24 ($40 \times 60 \text{ percent} = $24)$ .

#### C. Missouri Employer with Nonresident Employees

If a nonresident employee performs all services outside Missouri, his/her wages are not subject to Missouri withholding. A nonresident employee performing services in more than one state is subject to withholding as outlined in Section 4A.

#### 5. Interstate Transportation Employees

#### A. Rail, Motor, and Private Motor Carriers

49 USC sections 11502 and 14503 limit state taxation on wages of employees of rail, motor, and private motor carriers. Missouri withholding is required on rail, motor, and private motor carrier employees whose state of residence is Missouri. Employees of rail carriers and motor carriers who perform regularly assigned duties in

more than one state are subject to state income tax only in their state of residency.

#### **B.** Air and Water Carriers

49 USC section 40116 limits taxation on wages of employees of air and water carriers to the employees' state of residence and to the state in which the employees earn more than 50 percent of the wages paid by the air or water carrier, if different from the state of residence.

#### 6. Voluntary Withholding

# A. Voluntary Withholding on Retirement, Pension, or Annuity Income

Every Missouri resident, including retired members of the armed forces, receiving retirement, pension, or annuity income in this state, may **elect** to have an amount withheld as a payment of state income tax provided such income is taxable in this state. The recipient should determine the amount to be withheld and file Form MO W-4P, Withholding Certificate for Pension or Annuity Statements, with the administrator of his/her retirement, pension, or annuity plan. For further information call (573) 751-7200. Withholding for active duty members of the armed forces is covered in Section 6.C.

#### **B.** Voluntary Withholding for Civil Service Annuitants

Civil service annuitants may elect to have state income taxes withheld from their regular annuity payments by contacting the Office of Personnel Management at (202) 606-0500.

# C. Withholding for Active Duty Members of the Armed Forces

Section 143.191, RSMo, requires withholding by every employer maintaining an office or transacting any business within Missouri and making payment of any wages taxable under Sections 143.011 to 143.998, RSMo. This also includes active duty pay to members of the armed services. For further information call (573) 751-7200. Withholding for retired members of the armed forces is covered in Section 6.A.

**Note: Visit www.dor.mo.gov/tax/forms/** for forms and more information about voluntary withholding.

#### Supplemental Wage Payments, Vacation Pay, Tips, and Lump Sum and Periodic Distributions

#### A. Supplemental Wage Payments

If supplemental wages are paid (such as bonuses, commissions, severance pay, overtime pay, back pay, including retroactive wage increases, or reimbursements for nondeductible moving expenses) in the same payment with regular wages, withhold Missouri income tax as if the total of the supplemental and regular wages were a single wage payment for the regular payroll period.

If supplemental wages are paid in a payment separate from regular wages, the method of withholding Missouri income tax depends in part on whether you withhold income tax from the employee's regular wages.

If you withhold Missouri income tax from the employee's regular wages, you may choose one of two methods for withholding income tax on the supplemental wages:

- 1) Withhold a flat percentage rate of 6 percent of the supplemental wages, using zero withholding allowances; or
- 2) Add the supplemental wages to the regular wages paid to the employee within the same calendar year for the payroll

period and determine the income tax to be withheld as if the aggregate amount were one payment. Subtract the tax already withheld from the regular wage payment and withhold the remaining tax from the supplemental wage payment.

If you have not withheld income tax from the regular wages (e.g., when an employee's withholding exemption exceeds the employee's wages), you must use the method covered in Section 7, A.2. Add the supplemental wages to the regular wages paid within the same calendar year for the payroll period and withhold income tax on the total amount as if the supplemental wages and regular wages were one payment for a regular payroll period.

#### **B.** Vacation Pay

If an employee receives vacation pay for an absence, the vacation pay is subject to Missouri income tax withholding as if it were a regular wage payment made for the payroll periods during the vacation. If vacation pay is paid in addition to regular wages for the vacation period, the vacation pay is treated as a supplemental wage payment.

The vacation pay of an employee who is not a resident of Missouri, but works in Missouri, is subject to Missouri income tax withholding.

#### C. Tips

Employers must withhold Missouri income tax based upon total tips reported by the employee. Withhold Missouri income tax on tips using the same options indicated for withholding on supplemental wage payments in Section 7.A.

#### D. Lump Sum and Periodic Distribution

Missouri follows the federal guidelines for lump sum and periodic distributions. On lump sum distributions, withhold at the rate of 6 percent. If a periodic distribution, follow the formula on page 15, or use the tax tables provided on pages 17–26.

#### 8. Determining Proper Amount to Withhold

To determine income tax withholding, take the following factors into account:

- 1) Wages paid during the payroll period, including tips and vacation pay;
- 2) Withholding allowances and filing status as indicated on the Form MO W-4. (Only when using the tax formula.)
- 3) If an employee does not complete and turn in the required Form MO W-4, withhold using zero allowances at a single tax rate.

#### A. Form MO W-4, Employee Withholding Allowance Certificate

In recent years, the Form MO W-4 has been simplified to allow taxpayers to more easily and accurately forecast their tax liability. The revisions included additional withholding allowances for taxpayers who use Head of Household as their filing status and additional instructions for married filers. The taxpayer has the option to include his/her spouse as an allowance by indicating his/her spouse does not work. If the spouse does not work, the withholding will be more accurate if the taxpayer indicates this on Form MO W-4. However, if this option is chosen and the taxpayer's spouse becomes employed later in the year, the taxpayer should revise Form MO W-4 to reflect that his/her spouse works. The taxpayer also has the option to claim additional allowances for itemized deductions or other state tax deductions or credits that lower his/her tax.

Each employee is required to file a completed Form MO W-4 to determine the number of allowances that the employee is entitled. The Form MO W-4 will be used by the employer to determine the

amount of Missouri income tax that must be withheld from each paycheck. If an employee has more than one employer, he/she should claim a smaller number, or no allowances, on each Form MO W-4 filed with employers other than his/her principal employer. This is to ensure that the total amount withheld will be closer to the actual income tax liability. Failure to reduce the Form MO W-4 allowances could cause an employee to have too little tax withheld and subject the employee to underpayment penalties. If an employee expects to have income other than his/her wages, he/she may request additional amounts be withheld in addition to the amounts indicated by the allowances claimed on the employee's Form MO W-4. The additional amount should be included on Form MO W-4, Line 6. Within 20 days of hiring a new employee, please mail a copy of the completed Form MO W-4 to the Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax a copy to (573) 526-8079. For additional information regarding new hire reporting, please visit www.dss.mo.gov/cse/newhire.htm.

#### **B.** Exemption For Nontaxable Individuals

Exemption from withholding for nontaxable individuals is valid only if an employee submits to the employer a completed Form MO W-4 certifying that the employee has no income tax liability from the previous year and expects none for the current year. Employees must file a Form MO W-4 annually if they wish to continue the exemption.

#### 9. Withholding Tables and Formula

#### A. Withholding Tables

Use the taxable wages to determine the amount of withholding. In determining the amount of tax to be withheld, use the table for the correct payroll period — daily, weekly, biweekly, semimonthly and monthly periods. Tables show wage brackets in the two left-hand columns. The withholding allowances are shown at the top of each of the remaining columns and correspond to the number of allowances claimed by an employee on the Form MO W-4. The withholding tables are provided on pages 17–26 of this book.

#### **B.** Percentage Formula Withholding

The formula on page 15 may be used on electronic data processing equipment for withholding Missouri income tax. Any variation from this formula must be approved in writing by the Director of Revenue.

#### 10. Return and Payment of Taxes Withheld

Every employer withholding Missouri income tax from employees' wages is required by statute to report and remit the tax to the state of Missouri on Form MO-941. A separate reporting form must be filed for each reporting period. A personalized book of reporting forms, detailing the employer's name, address, employer identification number, filing frequency, and due date is provided to each active account on a monthly, quarterly, or annual filing frequency. Quartermonthly filers are required to file and pay by an alternative method. (See page 2.) If an employer misplaces, damages, or fails to receive the necessary reporting forms, replacement forms should be requested, allowing sufficient time to file a timely return. If a blank form is used, the employer's name, address, and Missouri tax identification number must appear as filed on previous returns and the period that the remittance is made must be indicated. Blank forms can be downloaded from the department's web site at: www.dor.mo.gov/tax. Failure to receive reporting forms does not relieve the employer of the responsibility to timely report and remit tax withheld. If an employer temporarily ceases to pay wages or is engaged in seasonal activities, a return must be filed for each period even if no tax was withheld. Failure to do so will result in the issuance of non-filer notices.

All returns and remittances should be mailed to: Missouri Department of Revenue, P.O. Box 999, Jefferson City, MO 65108-0999. See address labels in voucher books. Returns and payments are due on the dates shown in Section 11.

**Note:** Your return is considered timely if it is postmarked before the required due date. If a metered postmark differs from the U.S. Postal Service postmark, the U.S. Postal Service postmark will be used as evidence of timely filing. When the due date falls on a Saturday, Sunday, or legal holiday, the return and payment will be considered timely if postmarked on the next business day.

#### 11. Filing Frequency Requirements

Missouri income tax withholding returns must be filed by the due date as long as an account is maintained with the Missouri Department of Revenue, even if there was no payroll for the reporting period. Returns must be filed each reporting period, even though there may not have been any tax withheld. If no tax was withheld, a zero withholding tax return may be telefiled by calling (888) 948-4653. (See telefile information on page 2.)

There are four filing frequencies: quarter-monthly, monthly, quarterly, and annually. A newly registered employer is initially assigned a filing frequency on the basis of his/her estimation of future withholdings. If the assigned filing frequency differs from the filing requirements established by statute, it is the employer's responsibility to notify the Missouri Department of Revenue immediately. The time for filing is as follows:

- 1) Quarter-monthly Employers required to withhold \$9,000 or more per month for at least two months during the preceding 12 months shall file on a quarter- monthly basis (see Section 12);
- Monthly Employers required to withhold \$500 per month for at least two months during the preceding 12 months shall file on a monthly basis;
- Quarterly Employers not required to file and pay taxes withheld on a monthly basis who withhold at least \$20 per quarter during at least one quarter of the preceding four quarters shall file on a quarterly basis;
- 4) Annually Employers required to withhold less than \$20 during each of the preceding four quarters shall file on an annual basis.

#### **EMPLOYER WITHHOLDING TAX DUE DATES**

MONTHS	ANNUAL REPORTS	QUARTERLY REPORTS	MONTHLY REPORTS	QUARTER- MONTHLY REPORTS
JANUARY			Feb. 15	Payment is
FEBRUARY			Mar. 15	required within
MARCH		May 1	May 1	three banking
APRIL			May 15	days for the
MAY			June 15	periods ending
JUNE		Jul. 31	Jul. 31	the 7th, 15th,
JULY			Aug. 15	22nd and the
AUGUST			Sept. 15	last day of a
SEPTEMBER		Oct. 31	Oct. 31	month.
OCTOBER			Nov. 15	
NOVEMBER			Dec. 15	
DECEMBER	Jan. 31	Jan. 31	Jan. 31	

## 12. Quarter-Monthly Reporting

Any employer who withheld \$9,000 or more in each of at least two months during the prior 12 months shall file a report and remit

payment to the Director of Revenue on a quarter-monthly basis. One of the alternative filing methods on page 2 must be used by quarter-monthly filers.

A quarter-monthly period means:

- 1) The first seven days of a calendar month;
- 2) The eighth to the fifteenth day of a calendar month;
- 3) The sixteenth to the twenty-second day of a calendar month;
- 4) The twenty-third day through the last day of a calendar month.

The employer must make a payment, at the end of each quarter-monthly period to pay 90 percent of the withholding due for the filing period. The payment must be made within three banking days following the end of the quarter-monthly period or deposited in a depository designated by the director within four banking days after the end of the quarter-monthly period. Banking days shall not include Saturday, Sunday, or legal holidays. The compensation authorized in Section 143.261, RSMo, may be taken by the employer against the payment required to be made only if such payment is made on a timely basis.

As a quarter-monthly filer you have the option to:

1. Pay 100 percent of the estimated quarter-monthly amount, as determined by the Department of Revenue, within three banking days after the end of each quarter-monthly period (four times a month);

or

2. Pay at least 90 percent of the actual tax due by the due date of that particular quarter-monthly period. If there is not a payroll during a quarter-monthly period, no quarter-monthly payment voucher is necessary.

Any additional tax due at the end of the month must be paid on or before the due date of the tax return. Visit **www.dor.mo.gov/tax** for more information about alternative filing methods.

**Example:** An employer has a semi-monthly payroll cycle which falls on January 15 and on January 31. The actual Missouri income tax withholding for the January 15 payroll is \$12,000. The employer must remit at least 90 percent of the \$12,000 (\$10,800) with the 2nd quarter-monthly payment due no later than January 21. The actual Missouri income tax withholding for the January 31 payroll is \$15,000. The employer must remit at least 90 percent of the \$15,000 (\$13,500) with the 4th quarter-monthly payment due no later than February 2. Because the employer did not have a payroll during the 1st or 3rd quarter-monthly periods, a quarter-monthly payment does not need to be submitted for those two periods.

**Example:** An employer has only one monthly payroll period and it falls on January 20. The actual Missouri income tax withholding for the January 20 payroll is \$30,000. The employer must remit at least 90 percent of the \$30,000 (\$27,000) with the 3rd quarter-monthly payment due no later than January 27. Because the employer did not have a payroll during the 1st, 2nd, or 4th quarter-monthly periods, a quarter-monthly payment does not need to be submitted for those three periods.

The withholding tax return is due by the 15th day of the following month, except for the third month of a quarter, which is due the last day of the following month. The return may be filed using Telefile if no balance is due with the return. If a balance is due, pay the remaining amount using TXP or online filing. Submit a withholding tax return either by Telefile or by printing and mailing a Form MO-941. See page 2 for more information on alternative filing methods.

Any employer who has been placed on a quarter-monthly filing frequency who has not withheld \$9,000 or more in two months of the prior 12 months, may request permission from the Missouri Department of Revenue to file and pay on a less frequent basis. An employer must file and pay on a quarter-monthly basis for a minimum of 12 months before requesting a change in filing frequency.

#### 13. Under and Over Reporting of Withholding

#### A. Underpayments

- 1. If withholding tax has been under reported in any one period, the employer must file a **Form MO-941U**, Employer's Withholding Tax Underpayment Amended Return. Interest and additions to tax will be imposed on the underpaid portion according to established procedures. However, no penalty for underpayment of any amount required to be paid will be imposed on any employer for failure to comply with the quarter-monthly filing requirements for the first two months the employer is obligated to make quarter-monthly payments.
- 2. If a quarter-monthly filer underpays, a penalty of 5 percent, in lieu of all other penalties, interest, or additions to tax imposed by the statutes, will be charged on the amount of underpayment. The penalty of 5 percent for underpayment will not be imposed if one of the following exceptions is met:
  - a) Payment of at least 90 percent of the actual amount required to be remitted for the period.
    - Example: Actual tax withheld was \$10,000 less timely filing compensation deduction of \$150, leaving a liability of \$9,850. The payment must be at least \$8,865, (\$9,850 X 90 percent) to avoid the 5 percent penalty; or
  - b) The employer's timely remittance for the quartermonthly period equals or exceeds one-fourth of the average monthly withholding tax liability of the employer for the preceding year. The month of the highest liability and the month of lowest liability are excluded in computing the average. This exception may be used only if the employer has a withholding tax liability for at least six months of the previous calendar year.

Example: The employer had \$150,000 withholding in the preceding year for the 12-month period. The highest and lowest months' withholding were a total of \$30,000. The average quarter-monthly liability is  $$3,000 ($150,000 - $30,000 = $120,000. $120,000 \div 10 = $12,000. $12,000 X .25 = $3,000).$  If the employer was in business for at least six months, but less than 12 months, use the actual months' amounts less the highest and lowest and divide by the remaining months to determine the average month.

#### **B.** Overpayments

 If withholding tax has been over reported in any one period, the employer must file an amended Missouri withholding tax return Form MO-941X with the Missouri Department of Revenue. A Form MO-941X, Employer's Amended Withholding Tax Return, must be filed along with supporting documentation, such as a copy of your payroll ledger or Form W-2s. (A separate Form MO-941X must be filed for each period affected.) A refund or credit will be issued by the Director of Revenue for any excess remittance over the actual amount due for a period. An employer cannot take a credit for an overpayment until he/she has received an overpayment notice from the Director of Revenue.

2) Claims for overpayment must be filed within three years from the date the return was filed or two years from the date the tax was paid, whichever period expires later. If no return was filed by the taxpayer, a claim for credit or refund must be filed within two years from the time the tax was paid. No claim for credit or refund will be allowed after the expiration of the period of limitation prescribed in Section 143.801, RSMo.

Forms are furnished in your voucher book or may be obtained by accessing the Missouri Department of Revenue's web site at: **www.dor.mo.gov/tax/forms/**, writing the Taxation Bureau, P.O. Box 3022, Jefferson City, MO 65105-3022, or calling (800) 877-6881 or (573) 751-5337.

#### 14. Employer Compensation

Employers, except the United States, the state of Missouri, and all agencies and political subdivisions of the state of Missouri or the United States Government, may deduct and retain as compensation from remittances made to the Director of Revenue on or before the respective due dates for the payment involved, the following percentages of the total amount of tax withheld and paid annually.

COMPENSATION PERCENTAGE	YEAR-TO-DATE TOTAL JANUARY-DECEMBER
2%	0 to \$5,000
1%	\$5,001 to \$10,000
1/2%	In Excess of \$10,000

This is an annual accumulative total. After employers withhold \$10,000, they are entitled to one-half percent compensation for the balance of the year.

The employer is not entitled to compensation if payment is not made on or before the due date. If the compensation deduction is allowable, the deduction must be deducted on each return filed.

# 15. New Jobs Training and Job Retention Training Credit Programs

Employers and junior college districts may enter into a cooperative agreement establishing new jobs and/or job retention training projects with the approval of the Missouri Department of Economic Development. The program costs may be met by receipt of new jobs and/or job retention credit from withholding. An employer interested in this program should contact the Missouri Department of Economic Development, Division of Workforce Development, P.O. Box 1087, Jefferson City, MO 65102-1087.

# 16. Delinquent Returns and Payments — Penalty, Interest, Additions to Tax

1. Interest at the rate of 7 percent for calendar year 2006, (.0001918 daily rate computation) must be included on all payments of tax not filed on a timely basis pursuant to Section 143.731, RSMo. Interest is subject to change on an annual basis pursuant to Section 32.065, RSMo.

- 2. An employer's failure to file a required return timely, unless due to reasonable cause and not to willful neglect, will result in additions to tax of 5 percent per month or fraction thereof, not to exceed 25 percent per Section 143.741(1), RSMo.
- 3. Failure to file a timely duplicate Form W-2, Wage and Tax Statement, is subject to a penalty of \$2 per statement not to exceed \$1,000, unless the failure is due to reasonable cause and not willful neglect per Section 143.741(2), RSMo.
- 4. A deficiency is subject to additions to tax of 5 percent, if the deficiency is due to negligence or disregard of rules and regulations, or 50 percent if the deficiency is due to fraud per Sections 143.751(1) and (2), RSMo.
- 5. Failure to pay tax timely will result in additions to tax of 5 percent per Section 143.751(3), RSMo.
- A person who willfully fails to collect, account, or pay withheld taxes is subject to a penalty equal to the amount not paid per Section 143.751(4), RSMo.
   In addition, any officer, director, or statutory trustee of any
  - In addition, any officer, director, or statutory trustee of any corporation who has direct control, supervision, or responsibility for filing returns and making payments of the tax, who fails to file or make payment, shall be personally assessed the tax, including interest, additions to tax, and penalties per Section 143.241.2, RSMo.
- 7. Criminal penalties are also provided in Sections 143.911 to 143.951, RSMo.
- 8. A Certificate of Tax Lien may be filed for record with the recorder's office. The lien shall be filed on the date an assessment becomes final and shall attach to all real and personal property owned by or acquired by the taxpayer. A Certificate of Tax Lien may also be filed with the clerk of the circuit court and shall have the force and effect of a default judgment pursuant to Section 143.902, RSMo.

#### 17. Failure to Pay Taxes Withheld

Any employer who fails to remit income tax withheld or to file tax returns as required, may be required to deposit the taxes in a special trust account for Missouri (see Section 32.052, RSMo). Penalties are provided for failure to make payment. If the Director of Revenue finds that the collection of taxes required to be deducted and withheld by an employer may be jeopardized by delay, he/she may require the employer to remit the tax or make a return at any time. A lien outstanding with regard to any tax administered by the director shall be a sufficient basis for this action (see Section 143.221.4, RSMo). Effective August 28, 2004, any business with a retail sales tax license who fails to pay withholding tax is subject to license revocation.

#### **Personal Liability**

Any officer, director or statutory trustee of any corporation, including administratively dissolved corporations, or foreign corporations that have had their certificate of authority revoked, subject to the provisions of Sections 143.191 to 143.265, RSMo, who has the direct control, supervision, or responsibility for filing returns or making payment of the amount of tax imposed in accordance with Sections 143.191 to 143.265, RSMo, and who fails to file such return with the Director of Revenue, shall be personally assessed for such amounts, including interest, additions to tax, and penalties (see Section 143.241.2, RSMo).

#### 18. Statements for Employees

Two copies of the Form W-2, Wage and Tax Statement, shall be provided to each employee to whom wages were paid and were subject to withholding tax whether or not tax was withheld from such payments. Wages include sickness or injury payments made by an employer under wage continuation plans, whether paid in cash or otherwise.

The Form W-2 supplied by the Internal Revenue Service must be used for this purpose unless the employer uses a substitute form approved in writing by the Missouri Department of Revenue.

If it becomes necessary to correct Form W-2 after it has been issued to an employee, two corrected Form W-2s should be issued to the employee and a copy mailed to the department. The new copies must be clearly marked "Corrected by Employer."

In case a Form W-2 is lost or destroyed, a substitute copy must be issued to the employee and must be clearly marked "Reissued by Employer."

Form W-2, Wage and Tax Statement, and/or Form 1099-R, Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc., must be provided to the employee on or before January 31 of the following calendar year for which the Form W-2 and/or Form 1099-R applies. File Form 1099-R for each person to whom you have made any designated distribution from profit-sharing or retirement plans, IRAs, annuities, pensions, etc., whether or not you withheld Federal or Missouri income tax.

## 19. Final or Annual Report of Income Tax Withheld

#### A. Annual Report

**On or before March 1**, each employer must file copies of all withholding statements, Form W-2 or Form 1099-R, Copy 1, for the year, along with Form MO W-3, Transmittal of Wage and Tax Statements. These copies must also be accompanied by a list, preferably an adding machine tape or a computer printout, of the total amount of the income tax withheld as shown on all "Copy 1s" of Form W-2/Form 1099-R.

Send Form W-2(s) and/or Form 1099-R(s) and Form MO W-3 to the **Missouri Department of Revenue**, **P.O. Box 3330**, **Jefferson City**, **MO 65105-3330** in convenient size packages. Each package must be identified with the name and account number of the employer, and the packages must be consecutively numbered.

Do not include the fourth quarter or 12th month return with the Form W-2(s) and/or Form 1099-R(s) and Form MO W-3. The last annual remittance must be sent separately with Form MO-941.

Any employee copies of Form W-2(s) and/or Form 1099-R(s) and Form MO W-3 that were returned to the employer as undeliverable must be kept by the employer for at least four years.

#### **B.** Magnetic Media Reporting

Employers with 250 or more Form W-2s must file on magnetic media. The Department of Revenue's magnetic media reporting format conforms with the Magnetic Media Reporting and Electronic Filing (MMREF) format used by the Social Security Administration. The necessary fields included in the MMREF format specifications are listed on page 12.

Employers with fewer than 250 W-2s can either file by magnetic media or by submitting paper Form W-2s to the Taxation Bureau, P.O. Box 3330, Jefferson City, MO 65105-3330.

Please file Form MO W-3, Transmittal of Wage and Tax Statements, with your Form W-2(s) or your magnetic media reporting.

If you already included the Codes RE and RS records on your Social Security Administration tape or diskette, you may send a duplicate copy to the Missouri Department of Revenue. Otherwise you must add the Codes RE and RS records. The additional data specifications for magnetic media reporting required by the state of Missouri are listed on page 12. If you have any questions regarding the reporting of your Form W-2s, please call (573) 751-7200.

For information regarding Form 99-Misc reporting, please visit **www.dor.mo.gov/tax/faq/faqwhold.htm**. Scroll the FAQs to the heading of "Information at Source Reporting".

The Department of Revenue will not provide notification when magnetic media information is processed; nor will the department return completed magnetic media to the employer.

#### C. Form W-2 Corrections

If after you have filed your Form W-2(s) and Form MO W-3, you discover an error and need to file a Form W-2C, you should attach a copy of the Form W-2C to Form MO W-3 and check the box indicated for submitting Form W-2C(s). Enter the same amount on Line 1 and Line 2 that was originally entered unless as a result of the Form W-2C(s) those amounts changed. If changed, enter the total new correct amount for all Form W-2(s) in both boxes.

#### 20. Closing a Withholding Account/Final Report

An employer must notify the Missouri Department of Revenue to close its withholding tax account. The Missouri Department of Revenue will not automatically close the account because it stops making payments and filing returns. An employer should close its withholding account if any of the following occur:

- It permanently stops doing business;
- It permanently stops having employees; or
- It has a major change in business, such as forming a partnership or joining others to form a corporation.

To close the account, use Form MO-941F, Employer's Withholding Tax Final Report, **AND** write "FINAL PAYROLL" on the last Form MO-941 to be filed. Failure to notify the Missouri Department of Revenue to close the account will cause estimated billings to be issued. If a non-filer notice is received, the employer must report and remit the actual amount withheld to the Missouri Department of Revenue.

#### 21. Records to be Kept by Employers

The following records must be retained for all employees:

- Name, address, social security number, and period of employment;
- 2) Amounts and dates of all wage payments subject to Missouri income tax withholding;
- 3) Employee's state income tax withholding allowance certificate:
- Employer's state income tax withholding registration number;
- 5) Record of quarter-monthly, monthly, quarterly, and annual returns filed including dates and amounts of payments;

6) Records that would assist the Missouri Department of Revenue in auditing the employer's records.

All records should be kept for at least three years after the date the taxes to which they relate become due, or the date the taxes are paid, whichever is later.

In addition to the records listed above, all records of the allocation of working days in the state of Missouri must be retained for all nonresident employees.

## Missouri Department of Revenue Tax Assistance Centers

Public hours at the offices listed below are from 7:30 a.m. to 5:30 p.m., Monday through Friday. Individuals with speech or hearing impairments may use TDD (800) 735-2966 or fax (573) 526-1881.

Cape Girardeau

3102 Blattner Dr., Suite 102 (573) 290-5850

**Columbia** 

1500 Vandiver Dr., Room 113 (573) 884-3814

<u>Jefferson City</u>

3237 W. Truman Blvd., Suite 100 (573) 751-7191

<u>Joplin</u>

1110 E. Seventh St., Suite 400 (417) 629-3070

**Kansas City** 

615 East 13th St., Room B-2 (816) 889-2920

**Springfield** 

149 Park Central Square,Room 313(417) 895-6474

St. Louis

3256 Laclede Station Rd., Suite 101 (314) 877-0177

St. Joseph

525 Jules, Room 314 (816) 387-2230

#### **Other Important Phone Numbers**

Form Ordering
Form Order Questions
Forms-by-Fax

(**800**) **877-6881** (573) 751-5337 (573) 751-4800

Refund Inquiry Line Electronic Filing Information

(573) 751-3505 (573) 751-3930

To download forms from our web site, visit: www.dor.mo.gov/tax Suggestions for Tax System Improvements please e-mail: taxsuggest@dor.mo.gov

MISSOURI DEPT. OF REVENUE EMPLOYER'S RETURN OF INCOME TAXES WITHHELD	FILING FREQUENCY  DUE ON OR BEFORE		Withholding This Period  Compensation Deduction	\$ \$		0 0
MO TAX I.D. NUMBER	TAX PERIOD		Previous Overpay/ Payments	\$	.0	0
FEIN	PIN	4.	Balance Due. If zero due, <b>STOP</b> , file by calling (888) 948-4653. Enter your PIN when prompted	\$	.0	0
		5.	Additions to Tax (see Instructions)	\$	.0	0
		6.	Interest (see Instructions)	\$	.0	0
I have direct control, supervision, or responsibility for tax due. Under penalties of perjury, I declare it is a t			Total Amount Due (U.S. funds only)	\$	0	0
AUTHORIZED SIGNATURE	DATE		DOR USE ONLY	*		
MAIL REMITTANCE AND RETURN TO: Missour 999, Jefferson City, Missouri 65108-0999.	Department of Revenue, P.O. Box			*		•

#### INSTRUCTIONS FOR COMPLETING FORM MO-941 — TAX COMPUTATION

Use the correct return.

- Enter the amount of employer withholding tax for the period on Line 1.
- 2. Enter the compensation deduction for timely payment made on Line 2. (Compensation should be taken on the amount entered on Line 1.)
- Enter previous overpayments/credits on Line 3.
- Compute balance due. Subtract Lines 2 and 3 from Line 1 and enter the difference on Line 4.
- 5. Compute additions to tax, if applicable, and enter on Line 5.
  - A. For failure to pay withholding tax by the due date subtract Line 3 from Line 1 and multiply the result by 5%; or
  - B. For failure to file your return by the due date subtract Line 3 from Line 1 and multiply the result by 5% for each month late, not to exceed 25%.
- Compute interest, if applicable, and enter on Line 6. Divide the annual interest rate by 365 (366 for leap years) to obtain the daily

interest rate. Then subtract Line 3 from Line 1 and multiply the result by the daily interest rate for each day late.

This year's interest rate is posted on the department's web site at: www.dor.mo.gov/tax.

7. Compute total amount due. Add Lines 4, 5, and 6 and enter on Line 7.

Mail your remittance and return to: Missouri Department of Revenue, P.O. Box 999, Jefferson City, MO 65108-0999 payable to Missouri Director of Revenue and include your Missouri Tax I.D. Number in the lower left area of your check (U.S. funds only).

**NOTE:** An amended return, Form MO-941X, must be filed if the amount of tax withheld for a particular period is **less** than the original employer withholding tax reported for that period. An amended return, Form MO-941U, must be filed if the amount of tax withheld for a particular period is **more** than the original withholding tax reported for that period. Use a separate Form MO-941X or MO-941U, for each period to be amended.

**ROUND ALL CENTS TO THE NEAREST WHOLE DOLLAR.** You must round the amounts that you withhold from your employees to the nearest whole dollar. For 1 cent through 49 cents, round down to the previous whole dollar amount (round \$32.49 down to \$32.00). For 50 cents through 99 cents, round up to the next whole dollar amount (round \$32.50 up to \$33.00). For your convenience, the zeros have already been placed in the cent columns on the returns.

#### PLEASE NOTE THE FOLLOWING GUIDELINES FOR COMPLETING RETURNS

You determine how accurately your information is transferred to our tax system. There is no intermediate step between your hand-printed characters and the creation of computer usable data (other than the optical reading). Clear and distinct characters, when written according to the guidelines below, will ensure accuracy.

- DO NOT USE RED INK OR TYPEWRITER PRINT ON THESE VOUCHERS.
- PLEASE USE A MEDIUM TIP BLACK OR BLUE BALLPOINT
  PFN
- PRINT FIRMLY!!! Dark characters are essential.
- The size of the character you write should not be less than 2/3 the height of the box. The character should fill the box, but leave a small margin between the character and the border.
- Enter a zero or the appropriate number where applicable; otherwise, leave blank.
- DO NOT write N/A or NONE or draw a line in any box or space where a number or digit should go.
- DO NOT use commas or decimals.

1234567890

#### TO ENSURE YOUR RETURN WILL BE PROPERLY PROCESSED

- · Remove all tear away jackets from checks.
- Do not send check stubs with checks.
- Do not staple check to withholding tax returns.

- Do not bend or fold your withholding tax return and/or check.
- Include your Missouri I.D. Number (MITS) on all remittances.

The Missouri Department of Revenue will accept magnetic tapes or diskettes containing records for reporting wage information. The employer must use the Magnetic Media Reporting and Electronic Filing (MMREF) format provided by the Social Security Administration (SSA). The department is unable to accept electronic filing of W-2 information.

# **Magnetic Tape Specifications: Annual W-2 Copy B Information**

# **CODE RE** — **Employer Record**

Location	Field	Length	Specification
1–2	Record Identifier	2	Constant "RE"
3–6	Tax Year	4	Enter the tax year for this report
8–16	FEIN	9	Enter the FEIN entered on Form MO-941
40–96	Employer Name	57	Enter employer's name. Left justify and fill with blanks.
97–118	Street Address	22	Enter the employer's street address. Left justify and fill with blanks.
141–162	City	22	Enter the employer's city. Left justify and fill with blanks.
163–164	State Abbreviation	2	Enter the employer's state by standard postal abbreviation. (Missouri = MO)
165–169	Zip Code	5	Enter the employer's five-digit zip code.
170–173	Zip Code Extension	4	Enter the employer's four-digit extension of the zip code. If not applicable, fill with blanks.

### **CODE RS — State Record (Employee Information)**

Location	Field	Length	Specification
1–2	Record Identifier	2	Constant "RS"
3–4	State Code	2	Enter the appropriate numeric postal code. Missouri = 29
10–18	Social Security Number	9	Enter the employee's social security number. If unknown, enter all zeroes. Omit hyphens and spaces.
19–33	Employee First Name	15	Enter the employee's first name. Left justify and fill with blanks.
34–48	Employee Middle Name or Initial	15	Enter the employee's middle name or initial. Left justify and fill with blanks.
49–68	Employee Last Name	20	Enter the employee's last name. Left justify and fill with blanks.
248–267	State Employer Account Number	20	Enter the eight-digit Missouri Employer Withholding Tax Number. Left justify and fill with blanks.
276–286	State Taxable Wages	11	Enter state taxable wages in dollars and cents. Do not enter a decimal point. Right justify and fill with zeroes.
287–297	State Incomes Tax Withheld	11	Enter state income tax withheld in dollars and cents. Do not enter a decimal point. Right justify and fill with zeroes.

# CHECKLIST FOR FILING FORM W-2s

- ✓ Form W-2s must be provided to the employee on or before January 31.
- ✓ If you have less than 250 Form W-2s, you may send copies or use the magnetic media tape or diskette filing options.
- ✓ If you have 250 or more Form W-2s, you must file Form W-2s by magnetic media tape or diskette.
- ✓ You must enclose Form MO W-3 with your Form W-2s or your magnetic media tape or diskette.
- Mail Form MO W-3 and Form W-2s or your magnetic media tape or diskette to the Missouri Department of Revenue, P.O. Box 3330, Jefferson City, Missouri 65105-3330 on or before February 28, 2007.

# EMPLOYER WITHHOLDING TAX FREQUENTLY ASKED QUESTIONS

#### Q. What is the timely compensation deduction?

**A.** Employers who are not government agencies or political subdivisions may receive a deduction if their Form MO-941, Employer's Return of Income Taxes Withheld, is timely filed and timely paid. The timely compensation **begins at 2 percent and is reduced to 1 percent once the employer's year-to-date withholding reaches \$5,000.** The amount of compensation deduction is **reduced to one-half percent once the year-to-date withholding reaches \$10,000.** 

For example, if my employer withholding tax is \$4,000 for the month of January, I will receive a 2 percent timely compensation. If my February withholding tax is \$4,000, (my year-to-date withholding tax would be \$8,000), I will receive a 2 percent compensation deduction for \$1,000 and a 1 percent compensation deduction for the remaining \$3,000 of the February withholding tax.

#### Q. How do I file an amended withholding tax return?

**A.** If you have overpaid your withholding tax, file a Form MO-941X. If you underpaid your withholding tax, file a Form MO-941U.

# Q. How can I take a credit if I have an overpayment?

**A.** When you receive an overpayment notice you can take the credit on your next return. If you have a delinquency, the Missouri Department of Revenue will automatically apply your overpayment to the balance due.

#### Q. When do I need to send copies of my Form W-2(s) to the department?

**A.** You must send your 2006 Form W-2(s) to the department with Form MO W-3 no later than February 28, 2007. You may send copies of Form W-2(s) to the department if you have less than 250 Form W-2s. If you have 250 or more Form W-2s, see page 12 for magnetic media tape and diskette specifications.

MISSOURI DEPARTMENT OF REVENUE
Taxation Bureau  EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE
EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

MO W-4 (REV. 12-2005)

This certificate is for income tax withholding and child support enforcement purposes only. PLEASE TYPE OR PRINT.

FULL NAME	SOCIAL SECURITY NUMBER	FILING	SINGLE
		STATUS	<ul><li>☐ MARRIED</li><li>☐ HEAD OF HOUSEHOLD</li></ul>
HOME ADDRESS (NUMBER AND STREET OR RURAL ROUTE)	CITY OR TOWN, STATE AND ZIP CODE		☐ HEAD OF HOUSEHOLD
	0.1. 0.1. 10.11., 0.1. 1.2.11.13.2 0.052		
1. ALLOWANCE FOR YOURSELF: Enter 1 for yourself if your filing status is single, married, OR head of household.			1
2. <b>ALLOWANCE FOR YOUR SPOUSE</b> : Does your spouse work?  Yes If YES, enter 0. If NO, enter 1 for your spouse			
3. ALLOWANCE FOR DEPENDENTS: Enter the number of dependents yo yourself or your spouse or dependents that your spouse has already claim	ou will claim on your tax return. Do not cla	im	3
4. ADDITIONAL ALLOWANCES: You may claim additional allowances if you or have other state tax deductions or credits that lower your tax. Enter the allowances you would like to claim.	e number of additional		4
5. TOTAL NUMBER OF ALLOWANCES YOU ARE CLAIMING: Add Lines	1 through 4 and enter total here		5
6. <b>ADDITIONAL WITHHOLDING</b> : If you expect to have a balance due (as part-time job, etc.) on your tax return, you may request your employer to pay period. To calculate the amount needed, divide the amount of the ex in a year. Enter the additional amount to be withheld each pay period he	withhold an additional amount of tax from pected balance due by the number of pay	each periods	6 \$
7. <b>EXEMPT STATUS:</b> If you had a right to a refund of <b>ALL</b> of your Missour tax liability and this year you expect a refund of <b>ALL</b> Missouri income tax write "EXEMPT" on Line 7. See information below.	withheld because you expect to have NO	tax liability,	7
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed of	n this certificate, or I am entitled to claim exempt status.		
EMPLOYEE'S SIGNATURE (Form is not valid unless you sign it.)		DATE	
EMPLOYER'S NAME		FEDERAL EMPLO	YER IDENTIFICATION NUMBER
EMPLOYER'S ADDRESS		MISSOURI TAX ID	ENTIFICATION NUMBER
NOTICE TO EMPLOYER: Within 20 days of hiring a new employee, send	I a copy of Form MO W-4 to the: Missouri Dep	partment of Reve	enue, P.O. Box 3340,

Jefferson City, MO 65105-3340 or fax to (573) 526-8079. For additional information regarding new hire reporting, please visit www.dss.mo.gov/cse/newhire.htm.



### —EMPLOYEE INFORMATION—



# You Do Not Pay Missouri Income Tax on all of the Income You Earn! Visit www.dor.mo.gov to try our online withholding calculator.

Deductions and exemptions reduce the amount of your taxable income. Form MO W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Missouri when you file your return. Deductions and exemptions reduce the amount of your taxable income. If your income is less than the total of your personal exemption plus your standard deduction, you should mark "EXEMPT" on Line 7 above. The following amounts of your annual Missouri adjusted gross income will not be taxed by the state of Missouri when you file your individual income tax return.

#### Single

\$2,100 — personal exemption

\$5,150 — standard deduction

\$7.250 — Total

- + \$1,200 for each dependent
- + up to \$5,000 for federal tax

#### **Married Filing Combined**

\$ 4,200 — personal exemption

\$10,300 — standard deduction

\$14.500 — Combined Total (For both spouses)

- + \$1,200 for each dependent
- + up to \$10,000 for federal tax

#### **Head of Household**

\$ 3,500 — personal exemption

\$ 7,550 — standard deduction

\$11.050 — Total

- + \$1,200 for each dependent
- + up to \$5,000 for federal tax

#### Items to Remember:

- claim an exemption on Form MO W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claim the dependents on your Form MO W-4. If both spouses claim the dependents as an allowance on Form MO W-4, it may cause you to owe additional Missouri income tax when you file your return.
- If your filing status is married filing combined and your spouse works, do not . If you have more than one employer, you should claim a smaller number or no allowances on each Form MO W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.
  - If you itemize your deductions, instead of using the standard deduction, the amount not taxed by Missouri may be a greater or lesser amount.

MO 860-1598 (12-2005) 14

### 2006 MISSOURI WITHHOLDING TAX FORMULA

#### STEP 1—USING ANNUAL AMOUNTS

(Refer to Federal Publication 15 for questions concerning gross taxable income or federal withholding tax.)

1. GROSS INCOME — Determine the employee's total wages for the payroll period. Multiply this amount by the number of payroll periods you have in a year. The result is the employee's annual wage. (Multiply by: 260 if you pay daily, 52 if you pay weekly, 26 if you pay bi-weekly, 24 if you pay semi-monthly, or 12 if you pay monthly.)

**Note:** If the employee has supplemental or overtime pay, see the withholding procedures outlined below.

- 2. STANDARD DEDUCTION Annual amount is: \$5,150 if employee is single, \$5,150 if employee is married and spouse works, \$10,300 if employee is married and spouse does not work (this is determined by the check box on Form MO W-4, Line 2, and is not a separate filing status), \$7,550 if employee's filing status is Head of Household.
- 3. MO W-4 ALLOWANCES Annual amount is: \$1,200 for the first allowance and \$1,200 for each additional allowance if employee is **single or married**, \$3,500 for the first allowance and \$1,200 for each additional allowance thereafter if the employee's filing status is **Head of Household**.
- 4. FEDERAL WITHHOLDING Determine the amount of the employee's total federal income tax withheld for the payroll period. Multiply this amount by the number of payroll periods you have in a year. The result is the employee's annual federal income tax withheld. An individual's federal income tax deduction is limited to \$5,000 (\$10,000 if a combined return). These limitations should be applied on an aggregate basis. (Multiply by: 260 if you pay daily, 52 if you pay weekly, 26 if you pay bi-weekly, 24 if you pay semi-monthly, or 12 if you pay monthly.)

**Note:** The maximum federal income tax deduction for a married filer, spouse not working, is \$10,000. If

the spouse is working, the maximum limit should be calculated using \$5,000.

Determine if the spouse is working by the check boxes on Form MO W-4, Line 2.

5. MISSOURI TAXABLE INCOME — Subtract the total annual amounts of numbers 2, 3, and 4 from the total annual gross income of number 1. The result is the employee's Missouri taxable income.

#### STEP 2

- 1. MISSOURI WITHHOLDING TAX Multiply the employee's Missouri taxable income by the applicable annual payroll period rate. Begin at the lowest rate and accumulate the total withholding amount for each rate. The result is the employee's annual Missouri withholding tax.
- 2. MISSOURI WITHHOLDING TAX PER PAYROLL PERIOD Divide the employee's annual Missouri withholding amount by: 260 if you pay daily, 52 if you pay weekly, 26 if you pay bi-weekly, 24 if you pay semi-monthly, 12 if you pay monthly. The result is the employee's Missouri withholding tax per pay period.

ROUNDING ON MISSOURI WITHHOLDING RE-PORTS. You must round the amounts that you withhold from your employees to the nearest whole dollar.

Visit www.dor.mo.gov/tax to access our online withholding tax calculator.

## **Supplemental Pay Withholding**

If the employee has supplemental or overtime pay, and the payment is included with normal wages, apply the withholding formula to the total payment as if it was a regular payroll wage payment.

If the employee has supplemental or overtime pay and the overtime wages are paid separately from regular wages, you may withhold based upon one of the following two methods.

- Withhold a flat percentage rate of 6 percent of the supplemental wages; or
- Add the supplemental wages to the regular wages paid for the payroll period and apply the withholding formula to the total amount as if it was a regular payroll wage payment. Then subtract the tax already withheld from the regular wage payment and withhold the remaining tax from the supplemental payment.

#### **INCOME TAX WITHHOLDING PERCENTAGE TAX**

Rates	Daily Payroll Period	Weekly Payroll Period	Bi-Weekly Payroll Period
1.5%	\$ 0.00 to \$ 4.00	\$ 0.00 to \$20.00	\$ 0.00 to \$38.50
2.0%	4.01 to 8.00	20.01 to 40.00	38.51 to 77.00
2.5%	8.01 to 12.00	40.01 to 60.00	77.01 to 115.50
3.0%	12.01 to 16.00	60.01 to 80.00	115.51 to 154.00
3.5%	16.01 to 20.00	80.01 to 100.00	154.01 to 192.50
4.0%	20.01 to 24.00	100.01 to 120.00	192.51 to 231.00
4.5%	24.01 to 28.00	120.01 to 140.00	231.01 to 269.50
5.0%	28.01 to 32.00	140.01 to 160.00	269.51 to 308.00
5.5%	32.01 to 36.00	160.01 to 180.00	308.01 to 346.50
6.0%	36.01 and over	180.01 and over	346.51 and over
Semi-Monthly	Monthly	Annual	
Payroll Period	Payroll Period	Payroll Period	
\$ 0.00 to \$42.00	\$ 0.00 to \$84.00	\$ 0.00 to \$1,000.00	
42.01 to 84.00	84.01 to 168.00	1,000.01 to 2,000.00	
84.01 to 126.00	168.01 to 252.00	2,000.01 to 3,000.00	
126.01 to 168.00	252.01 to 336.00	3,000.01 to 4,000.00	
168.01 to 210.00	336.01 to 420.00	4,000.01 to 5,000.00	
210.01 to 252.00	420.01 to 504.00	5,000.01 to 6,000.00	
252.01 to 294.00	504.01 to 588.00	6,000.01 to 7,000.00	
294.01 to 336.00	588.01 to 672.00	7,000.01 to 8,000.00	
336.01 to 378.00	672.01 to 756.00	8,000.01 to 9,000.00	
378.01 and over	756.01 and over	9,000.01 and over	

**Note:** By agreement between the employee and the employer, the employee may designate additional withholding per pay period if he/she expects to owe more than the amount withheld. Additional amount of withholding may be claimed on Line 6, of Form MO W-4 (Employer's Withholding Allowance Certificate).

Missouri Withholdin	O	•	Income Tax Withholding Percentage Table (Annual Payroll Period)					
(spouse works)	ing two anowa	nces	\$ 1,000.00x 1.5%=\$ 15.00	\$ 20,885.00				
Annual Gross Income	\$30,000.00		$1,000.00 \times 2.0 = 20.00$ $1,000.00 \times 2.5 = 25.00$					
Annual Standard Deduction	- 5,150.00	(annual standard) ( $$10,300 \div 2 = $5,150$ )	$   \begin{array}{rcl}     1,000.00 \times 3.0 & = 30.00 \\     1,000.00 \times 3.5 & = 35.00 \\     1,000.00 \times 4.0 & = 40.00 \\   \end{array} $	x 6% \$ 713.10				
Annual MO W-4 Allowances	- 2,400.00	(\$1,200 x 2)	$1,000.00 \times 4.5 = 45.00$ $1,000.00 \times 5.0 = 50.00$ $1,000.00 \times 5.5 = 55.00$	+ 315.00				
Federal Income Tax Withheld	- 1,565.00		\$9,000.00 \$ 315.0	<b>—</b> ' '				
Missouri Taxable Income	\$20,885.00		\$1,028.10 ÷ 12 = \$86.00	Monthly Missouri Withholding (Rounded to the nearest whole dollar.)				

# **Tips**

- Make employees aware of their option to change or update their Form W-4.
- If employees have overtime pay, use the appropriate formula for supplemental pay withholding.
- If the employee is married, but spouse does not work, apply the full standard deduction and the total amount of federal tax using the \$10,000 maximum limit.

If the payroll is WEEKLY

And Wages		Weekly  And the number of withholding allowances claimed is										
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
	Than											
0	120	0	0	0	0	0	0	0	0	0	0	0
120 130	130 140	0 0	0 0	0 0	0	0	0	0	0 0	0	0	0 0
140	150	1	0	0	0	0	0	0	0	0	0	0
150	160	1	0	0	0	0	0	0	0	0	0	0
160 170	170 180	1	1	0 1	0 0	0	0 0	_	0	0 0	0	0 0
170	190	-	1	1	0	0	0	_	_		0	0
190	200	2 2 2	1	1	0	0	0	ΙIWe	ekly	0	0	0
200	210		2	1	1	0	0	Ь —		0	0	0
210 220	220 230	2	2	1 2	1	0 1	0 0	_	0	0	0 0	0 0
230	240	3	2 3	2	1	1	0	0	0	0	0	0
240	250	4	3	2	2	1	1	0	0	0	0	0
250	260	4	3	3	2	1	1	0	0	0	0	0
260 270	270 280	4 5	4	3 3	2	2 2	1 1	0	0	0 0	0 0	0 0
270 280	280 290	5 5	4 5	3 4	3	2	2	1	0	0	0	0
290	300	6	5	4	3	3	2	1	1	0	0	0
300	310	6	5	5	4	3	2	1	1	0	0	0
310 320	320 330	7 7	6	5	4	3 4	3	2 2	1	1	0 0	0 0
330	340	8	6 7	6 6	5 5	4	3	2	2	1	0	0
340	350	8	7	7	6	5	4	3	2	1	1	0
350	360	9	8	7	6	5	4	3	2	2	1	0
360	370	9	8	8	7	6	5	4	3	2	1	1
370 380	380 390	10 10	9 9	8 9	7 8	6 7	5 6	4 5	3 4	2	2	1
390	400	11	10	9	8	7	6	5	4	3	2	1
400	410	11	10	10	9	8	7	6	5	3	2	2
410	420 430	12 12	11	10	9	8	7	6 7	5	4	3	2
420 430	430 440	13	11 12	11 11	10 10	9	8 8	7	6 6	4 5	3 4	2 3
440	450	13	12	12	11	10	9	8	7	5	4	3
450	460	14	13	12	11	11	10	9	7	6	5	4
460 470	470 480	14 15	14 14	13 13	12 12	11 12	10 11		8	7	5	4
470 480		15	14	13		12	11	10 10	9	8	6	5
490	500	16	15	14	13	13	12	11	10	8	7	6
500		16	16	15			12		10	9	8	6
510 520	520 530	17 17	16 17	15 16		14 14	13 13		11 11	10 10	8 9	7 7
530		18	17	16		15	13		12	11	9	8
540	550	18	18	17	16	15	14	13	12	11	10	9
550		19	18	17		16	15		13	12	11	9
560 570	570 580	19 20	19 19	18 18		16 17	15 16		14 14	12 13	11 12	10 10
570 580		20	20	19		17	16		15	13	12	10
590	600	21	20	19	18	18	17	16	15	14	13	12
600		21	21	20		18	17		16	15	14	12
610 620	620 630	22 22	21 22	20 21	20 20	19 19	18 18		16 17	15 16	14 15	13 13
630		23	22	21	21	20	19		17	16		13
640	650	23	23	22	21	20	19	19	18	17	16	15
650		24	23	22	22	21	20			17	16	15
660 670	670 680	24 25	24 24	23 23		21 22	20 21		19 19	18 18	17 17	16 16
680		25 25	24 25	23 24		22	21		20	19	17	17
690	700	26	25	24	24	23	22	21	20	20	19	17
700		26	26	25			22		21	20	19	18

If the payroll is WEEKLY

And	The	Weekly										
Wages		,		And	I the num	ber of wit	nholding a	llowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
740	Than	07	00	0.5	0.5	0.4	00	00	0.4	04	00	40
710 720	720 730	27 27	26 26	25 26	25 25	24 24	23 23	22 23	21 22	21 21	20 20	19 19
730	740	28	27	26	26	25	24	23	22	22	21	20
740	750	29	27	27	26	25	25	24	23	22	21	20
750	760		28	27	27	26	25	24	23	23	22	21
760	770	30	28	28	27	26	26	25	24	23	22	21
770 780	780 790	30 31	29 30	28 29	28 28	27 27	26 27	25 26	24 25	24 24	23 23	22 22
790	800	32	30	29	29	28	27	26	25	25	24	23
800	810	32	31	30	29	28	28	27	26	25	24	23
810	820	33	31	30	30	29	28	27	26	26	25	24
820 830	830 840	33 34	32 33	31 31	30 31	29 30	29 29	28 28	27 27	26 27	25 26	25 25
840	850	35	33	32	31	30	30	26 29	27 28	27 27	26 26	25 26
850	860	35	34	32	32	31	30	29	29	28	27	26
860	870	36	34	33	32	31	31	30	29	28	27	27
870	880	36	35	34	32	32	31	30	30	29	28	27
880 890	890 900	37 38	36 36	34 35	33 33	32 33	32 32	31 31	30 31	29 30	28 29	28 28
900	910	38	36 37	35	34	33	33	32	31	30	29 29	26 29
910	920	39	37	36	35	34	33	32	32	31	30	29
920	930	39	38	37	35	34	34	33	32	31	30	30
930	940	40	39	37	36	35	34	33	33	32	31	30
940 950	950 960	41 41	39 40	38 38	36 37	35 36	35 35	34 34	33 34	32 33	31 32	31 31
960	970	42	40	39	38	36	36	35	34	33	32	32
970	980	42	41	40	38	37	36	35	35	34	33	32
980	990	43	42	40	39	38	36	36	35	34	34	33
990	1,000	44	42	41	39	38	37	36	36	35	34	33
1,000	1,010 1,020	44 45	43 43	41 42	40 41	39 39	37 38	37 37	36 37	35 36	35 35	34 34
1,010 1,020	1,020	45 45	43 44	43	41	39 40	39	38	37 37	36 36	36	3 <del>4</del> 35
1,030	1,040	46	45	43	42	41	39	38	38	37	36	35
1,040	1,050	47	45	44	42	41	40	39	38	37	37	36
1,050	1,060	47	46	44	43	42	40	39	39	38	37	36
1,060	1,070		46 47	45 46	44	42	41 42	40 40	39 40	38	38	37 27
1,070 1,080	1,080 1,090		47 48	46 46	44 45	43 44	42 42	40 41	40 40	39 39	38 39	37 38
1,090	1,100	50	48	47	45	44	43	41	41	40	39	38
1,100	1,110	50	49	47	46	45	43	42	41	40	40	39
1,110	1,120		49	48	47	45	44	43	41	41	40	39
1,120 1,130	1,130 1,140		50 51	49 49	47 48	46 47	45 45	43 44	42 42	41 42	41 41	40 40
1,130	1,140		51	50	48 48	47	46	44	43	42	42	41
1,150	1,160	53	52	50	49	48	46	45	44	43	42	41
1,160	1,170		52	51	50	48	47	46	44	43	43	42
1,170	1,180		53 54	52 52	50	49 50	48	46	45 45	44	43	42
1,180 1,190	1,190 1,200		54 54	52 53	51 51	50 50	48 49	47 47	45 46	44 45	44 44	43 43
1,190	1,200		55 55	53	52	51	49	48	40 47	45 45	44 45	43
1,210	1,220		55	54	53	51	50	49	47	46	45	44
1,220	1,230		56	55	53	52	51	49	48	46	46	45
1,230	1,240		57	55 56	54	53	51	50	48	47	46	45 46
1,240 1,250	1,250 1,260		57 58	56 56	54 55	53 54	52 52	50 51	49 50	48 48	46 47	46 46
1,260	1,200		58	57	56	54 54	53	52	50	49	47	47
,	, ,			ERCENT (							-	
4 070 AND		60							<b>E</b> 0	40	17	

If the payroll is DAILY

And Wages		Daily		An	d the num	ber of wit	hholdina a	allowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
0	Than 40	0	0	0	0	0	0	0	0	0	0	0
40	43	0	0	0	0	0	0		0	0		0
43	46	1	0	0	0	0	0	0	0	0		0
46	49	1	1	0	0	0	0	0	0	0	-	0
49 52	52 55	1	1	1	0	0	0	0	0	0		0
55	58	1	1	1	1	0	0		0	0		0
58	61	1	1	1	1	1	0	<b>D</b> -	=1.7	0	_	0
61 64	64 67	1 1	1 1	1	1	1	0 1	Da	шу ү	0		0 0
67	70	2	1	1	1	1	1	1	0			0
70	73		2	1	1	1	1	1	0	0		0
73 70	76 70	2	2	2	1	1	1	1	1	0	_	0
76 79	79 82	2 2 2 2	2 2 2 2	2 2	2 2	1 2	1	1	1	1	0	0 0
82	85	2	2	2	2	2	2	1	1	1	_	0
85	88	3	2 3	2	2	2	2	1	1	1	1	1
88 91	91 94	3 3	3	2 2	2 2	2 2	2 2	2 2	1 2	1	1	1
94	97	3	3	3	2	2	2	2	2	1	1	1
97	100	3	3	3	3	2	2	2	2	2		1
100 103	103 106	3 3	3 3	3 3	3 3	3 3	2 3		2 2	2		1
103	100	4	3	3	3	3	3	2 3	2	2		2
109	112	4	4	3	3	3	3	3	3	2	2	2
112	115	4	4	4	3	3	3		3	3		2
115 118	118 121	4 4	4 4	4 4	4 4	3 4	3 3	3 3	3 3	3		2 2 2 3
121	124	4	4	4	4	4	4	3	3	3		3
124	127	4	4	4	4	4	4	4	3	3		3
127 130	130 133	5 5	5 5	4 4	4 4	4 4	4 4	4 4	4	3		3 3
130	136	5 5	5	5	4	4	4	4	4	3 4		3
136	139	5	5	5	5	4	4	4	4	4	4	3
139	142	5	5	5	5	5	4	4	4	4		4
142 145	145 148	5 6	5 5	5 5	5 5	5 5	5 5	4 5	4	4	4 4	4 4
148	151	6	5	5	5	5	5		5	4	4	4
151	154	6	6	6	5	5	5		5 5	5	4	4
154 157	157 160	6 6	6 6	6 6	6 6	5 6	5 5		5			4 5
160	163	6	6	6		6	6		5			5
163	166	7	6	6	6	6	6	6	5	5	5	5
166 169		7 7	7 7	6 6	6 6	6 6	6 6	6 6	6 6		5 5	5 5
172	172	7	7	7	6	6	6		6			5 5
175	178	7	7	7	7	6	6	6	6	6	6	5
178		8	7	7	7	7	6		6			6
181 184	184 187	8 8	7 8	7 7	7 7	7 7	7 7	6 7	6 6			6 6
187	190	8	8	8	7	7	7	7	7	6		6
190			8	8		7	7	7	7	7		6
193 196		8 9	8	8 8	8 8	7 8	7 7	7 7	7 7	7 7		6 7
196	202	9	8 9	8	8	8	7		7	7	7	7
202	205	9	9	8	8	8	8	7	7	7	7	7
205		9	9	9	8	8	8		8			7
208 211	211 214	9 10	9 9	9 9	9 9	8 8	8 8		8 8	7 8		7 7
214	217	10	9	9 9	9	9	8	8	8	8		7

If the payroll is DAILY

And		Daily			1.41							
Wages At Least	But Less	0	1	An 2	d the num	iber of with	nholding a	illowance: 6	s claimed 7	ıs 8	9	10
/ 11 <b>2</b> 0 0 0 1	Than				•	·	Ū	J	•	Ū	Ū	
217	220	10	10	9	9	9	9	8	8	8	8	8
220	223	10	10	10	9	9	9	8	8	8	8	8
223 226	226 229	10 10	10 10	10 10	9 10	9 9	9 9	9	8 9	8 8	8 8	8 8
229	232	10	10	10	10	10	9	9	9	9	8	8
232	235	11	11	10	10	10	9	9	9	9	9	8
235	238	11	11	10	10	10	10	9	9	9	9	9
238 241	241 244	11 11	11 11	11 11	10 11	10 10	10 10	9 10	9 9	9 9	9 9	9 9
241	24 <del>4</del> 247	12	11	11	11	10	10	10	10	9	9	9
247	250	12	11	11	11	11	10	10	10	9	9	9
250	253	12	12	11	11	11	10	10	10	10	9	9
253 256	256 259	12 12	12 12	12 12	11 11	11 11	11 11	10 11	10 10	10 10	10 10	9 10
256 259	259 262	12	12	12	12	11	11	11	10	10	10	10
262	265	13	12	12	12	11	11	11	11	10	10	10
265	268	13	12	12	12	12	11	11	11	11	10	10
268 271	271	13	13	12	12 12	12	12	11	11	11	10	10
271 274	274 277	13 13	13 13	13 13	12 12	12 12	12 12	11 12	11 11	11 11	11 11	10 11
277	280	14	13	13	13	12	12	12	12	11	11	11
280	283	14	13	13	13	13	12	12	12	11	11	11
283	286	14	14	13	13	13	12	12	12	12	11	11
286 289	289 292	14 14	14 14	13 14	13 13	13 13	13 13	12 13	12 12	12 12	12 12	11 11
292	295	14	14	14	14	13	13	13	12	12	12	12
295	298	15	14	14	14	13	13	13	13	12	12	12
298	301	15	14	14	14	14	13	13	13	13	12	12
301 304	304 307	15 15	15 15	14 15	14 14	14 14	14 14	13 13	13 13	13 13	12 13	12 12
307	310	15	15	15	14	14	14	14	13	13	13	13
310	313	15	15	15	15	14	14	14	14	13	13	13
313	316	16	15	15	15	15	14	14	14	13	13	13
316 319	319 322	16 16	16 16	15 15	15 15	15 15	14 15	14 14	14 14	14 14	13 14	13 13
319	325	16	16	16	15	15	15	15	14	14	14	13
325	328	16	16	16	16	15	15	15	14	14	14	14
328	331	17	16	16	16	15	15	15		14	14	14
331 334	334 337	17 17	16 17	16 16	16 16	16 16	15 16	15 15	15 15	15 15	14 14	14 14
337	340	17	17	17	16	16	16	15	15	15	15	14
340	343	17	17	17	16	16	16	16	15	15	15	15
343	346		17	17	17	16	16	16		15	15	15
346 349	349 352	18 18	17 18	17 17	17 17	17 17	16 16	16 16		15 16	15 15	15 15
349	352	18	18	17	17	17	17	16	16	16	16	15
355	358	18	18	18	17	17	17	17	16	16	16	15
358	361	18	18	18	18	17	17	17	16	16	16	16
361 364	364 367	19 10	18 19	18 19	18 10	17 10	17 17	17 17	17 17	16	16	16
364 367	367 370	19 19	18 19	18 18	18 18	18 18	17 18	17 17	17	17 17	16 16	16 16
370	373	19	19	19	18	18	18	17	17	17	17	16
373	376	19	19	19	18	18	18	18		17	17	16
376	379		19 10	19 10	19 10	18 10	18	18		17	17	17 17
379 382	382 385	20 20	19 20	19 19	19 19	19 19	18 18	18 18		17 18	17 17	17 17
002	000	20				EXCESS				.0	'''	

 6 PERCENT OF THE EXCESS OVER 385 PLUS

 385 AND OVER
 20
 20
 19
 19
 18
 18
 18
 17
 17

If the payroll is BI-WEEKLY

And Wages	The s Are	Bi-Weel	kly	And	d the num	ber of with	nholding al	llowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
0	Than 175	0	0	0	0	0	0	0	0	0	0	0
175	190	0	0	0	0	0	0	0	0	0		0
190	205	0	0	0	0	0	0	0	0	0	_	0
205 220	220 235	0 0	0 0	0 0	0	0 0	0	0 0	0	0	0 0	0 0
235	250	0	0	0	0	0	0	0	0	0	_	0
250	265	1	0	0	0	0	0	0	0	0	_	0
265 280	280 295	1	0 1	0 0	0 0	0 0	lв	i-We	eekly	<b>v</b> 0	0	0 0
295	310	2	1	0	0	0		-		0		0
310 325	325 340	2 2	1	0	0 0	0 0	0	0 0	0	0		0 0
340	355	3	•	1	0	0	0	0	0	0	_	0
355	370	3	2 2 2	1	0	0	0	0	0	0	_	0
370 385	385 400	3 4	3	2 2	1	0	0	0	0	0	_	0
400	415	4	3	2	1	0	0	0	0	0	0	Ö
415 430	430 445	5 5	4 4	3 3	2 2	1 1	0	0 0	0	0		0 0
430 445	445 460	5 6	4 5	3	2	1	0	0	0	0	-	0
460	475	6	5	4	3	2	1	0	0	0	_	0
475 490	490 505	7 7	6 6	4 5	3 4	2 2	1	0 0	0	0	_	0 0
505	520	8	7	5	4	3	2	1	0	0		0
520	535	9	7	6	5	3	2	1	0	0		0
535 550	550 565	9 10	8 9	6 7	5 6	4 4	2	1 1	0	0	_	0 0
565	580	11	9	8	6	5	3	2	1	0	_	0
580 595	595 610	11 12	10 10	8 9	7 7	5 6	4 4	2 3	1 1	0 1	0	0 0
610	625	13	11	10	8	6	5	3	2	1	0	0
625	640	13	12	10	9	7	5	4	2	1	0	0
640 655	655 670	14 15	13 13	11 12	9 10	8 8	6 6	4 5	3	1 2	1	0 0
670	685	16	14	12	11	9	7	5	4	2	1	0
685	700	17	15	13	11	10	8	6	4	3	_	0
700 715		17 18	16 16	14 15	12 13	10 11	9	6 7	5 5			1 1
730	745	19	17	16	14	12	10	8	6	4	3	1
745	760	20	18	16	15	13	11	8	6			2
760 775	775 790	20 21	19 20	17 18	15 16	13 14	12 12	9 10	7 8	5 6		2 3
790	805	22	20	19	17	15	13	11	8	6	5	3
805 820		23 23	21 22	19 20	18 18	16 17	14 15	12 12	9 10			3 4
835	850	24	23	21	19	17	15	13	11	8	6	4
850	865	25	23	22	20	18	16	14	12	9	7	5
865 880		26 26	24 25	22 23	21 22	19 20	17 18	15 16	12 13			6 6
895	910	27	26	24	22	21	19	17	14	12	9	7
910	925 940	28	26 27	25 26	23	21	20	18 10	15 16	12		8
925 940			27 28	26 26	24 25	22 23	20 21	18 19	16 17			8 9
955	970	30	29	27	25	24	22	20	18	15	12	10
970 985	985 1,000	31 32	29 30	28 29	26 27	24 25	23 24	21 22	19 20	16 17	13 14	11 11
1,000		33	31	29 29	28	25 26	24	22	20			12
1,015	1,030	33	32	30	28	27	25	23	21	19	16	13
1,030 1,045			32 33	31 32	29 30	28 28	26 27	24 25	22 23	20 20		14 15
.,0.0	.,000	00	55	Ŭ-		_5		_5			·	

If the payroll is BI-WEEKLY

ام م ۸	The	Di Waa	lehy		-							
And Wages		Bi-Wee	KIY	And	the num	ber of with	nholding a	llowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
	Than											
1,060	1,075		34	32	31	29	27	26	24	21	19	16
1,075 1,090	1,090 1,105		35 36	33 34	32 32	30 31	28 29	26 27	24 25	22 23	19 20	17 18
1,090	1,103		36	35	33	31	30	28	26 26	23 24	21	18
1,120	1,135		37	35	34	32	31	29	27	25	22	19
1,135	1,150		38	36	35	33	31	30	28	26	23	20
1,150	1,165		39	37	35 36	34	32 33	30 31	29 29	26	24	21 22
1,165 1,180	1,180 1,195		39 40	38 38	36 37	35 35	34	32	30	27 28	25 26	23
1,195	1,210		41	39	38	36	34	33	31	29	27	24
1,210	1,225		42	40	38	37	35	33	32	30	28	25
1,225	1,240		42	41	39	38	36	34	33	30	28	26
1,240 1,255	1,255 1,270		43 44	42 42	40 41	38 39	37 37	35 36	33 34	31 32	29 30	27 27
1,233	1,270		45	43	41	40	38	37	35	33	31	28
1,285	1,300	47	45	44	42	41	39	37	36	34	32	29
1,300	1,315		46	45	43	41	40	38	36	35	33	30
1,315 1,330	1,330 1,345		47 48	45 46	44 45	42 43	41 41	39 40	37 38	35 36	33 34	31 32
1,345	1,343		48	47	45	44	42	40	39	37	35	33
1,360	1,375		49	48	46	44	43	41	39	38	36	34
1,375	1,390		50	48	47	45	44	42	40	39	37	35
1,390	1,405		51 51	49	48	46	44 45	43	41	39	37	35 36
1,405 1,420	1,420 1,435		51 52	50 51	48 49	47 47	45 46	44 44	42 43	40 41	38 39	36 37
1,435	1,450		53	51	50	48	47	45	43	42	40	38
1,450	1,465	55	53	52	51	49	47	46	44	42	41	39
1,465	1,480		54	53	51	50	48	47	45	43	41	39
1,480 1,495	1,495 1,510		55 55	54 54	52 53	51 51	49 50	47 48	46 46	44 45	42 43	40 41
1,510	1,525		56	55	54	52	50	49	47	46	44	42
1,525	1,540	60	57	56	54	53	51	50	48	46	45	43
1,540	1,555		58	57	55	54	52	50	49	47	45	44
1,555 1,570	1,570 1,585		59 60	57 58	56 57	54 55	53 54	51 52	50 50	48 49	46 47	44 45
1,585	1,600		61	59	57	56	54	53	51	49	48	46
1,600	1,615	64	62	59	58	57	55	53	52	50	48	47
1,615	1,630		62	60	59	57	56	54	53	51	49	48
1,630 1,645	1,645 1,660		63 64	61 62	60 60	58 59	57 57	55 56	53 54	52 52	50 51	48 49
1,660	1,665		65	62	61	60	58	56	55	53	52	50
1,675	1,690	69	66	63	62	60	59	57	56	54	52	51
1,690	1,705		67	64	62	61	60	58	56	55	53	51
1,705 1,720	1,720 1,735		68 69	65 66	63 64	62 63	60 61	59 60	57 58	56 56	54 55	52 53
1,720	1,735 1,750		70	67	64	64	62	60	58 59	56	55 55	53 54
1,750	1,765		71	68	65	64	63	61	59	58	56	55
1,765	1,780	74	71	69	66	65	63	62	60	59	57	55
1,780	1,795		72 72	70 71	67	66 66	64 65	63	61	59	58 50	56
1,795 1,810	1,810 1,825		73 74	71 71	68 69	66 67	65 66	63 64	62 62	60 61	59 59	57 58
1,810	1,825		74 75	71	69	68	66	65	63	62	60	58
1,840	1,855	79	76	73	70	68	67	66	64	62	61	59
1,855	1,870		77	74	71	69	68	66	65	63	62	60
1,870 1,885	1,885 1,900		78 79	75 76	72 74	70 71	69 70	67 68	66 67	64 65	62 63	61 62
1,005	1,900	82							67	60	03	62
4 000 AND		00	6 PE	ERCENT (							CO	

If the payroll is SEMI-MONTHLY

And	The s Are	Semi-M	onthly	And	d the num	her of with	nholding a	llowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
0	Than 225	0	0	0	0	0	0	0	0	0	0	0
225	240	0	0	0	0	0	0	0	0	0	0	0
240 255	255 270	0	0 0	0 0	0	0 0	0 0	0 0	0	0	0 0	0
270	285	1	0	0	0	0	0	0	0	0	0	0
285 300	300 315	1 1	0	0 0	0	0	0	0	0	0	0	0
300 315	330	2	1	0	0	0 0		-	0	Щ,	0	0
330	345	2 2	1	0	0	0	Sen	ni-M	onth	ıly	0	0
345 360	360 375	3	2	1 1	0	0	0	0	0	0	0	0
375	390	3		1	0	0	0	0	0	0	_	0
390 405	405 420	3 4	2 2 3	1 2	0 1	0 0	0 0	0 0	0	0	0 0	0
420	435	4	3	2	1	0	0	0	Ö	0	0	0
435 450	450 465	5 5	4 4	2 3	1 2	0	0 0	0	0	0	0	0
465	480	6	4	3	2	1	0	0	0	0	0	0
480 495	495 510	6 7	5 5	4 4	2 3	1 2	0 1	0 0	0 0	0 0	0 0	0
510	525	7	6	5	3	2	1	0	0	0	0	0
525	540	8	6	5	4	2	1	0	0	0	0	0
540 555	555 570	8 9	7 8	6 6	4 5	3	1 2	0 1	0	0	0 0	0
570	585	10	8	7	5	4	2	1	0	0	0	0
585 600	600 615	10 11	9 9	7 8	6 6	4 5	3 3	1 2	0	0	0	0
615	630	12	10	8	7	5	3	2	1	0	0	0
630	645	12 13	11	9	7	6	4	2 3	1	0	0	0
645 660	660 675	13	11 12	10 10	8 9	6 7	4 5	3	2	1	0	0
675	690	14	13	11	9	8	6	4	2	1	0	0
690 705	705 720	15 16	13 14	12 13	10 11	8 9	6 7	4 5	3 3	1 2	0	C
720	735	17	15	13	11	9	7	5	4	2	1	0
735 750	750 765	18 18	16 17	14 15	12 13	10 11	8	6 7	4	3	1	0
750 765	780	18 19	17	15 16	13 14	11 12	9 10	7 7	5 5	3	2	1
780 705		20	18	16	14 15	12	10	8	6			1
795 810	810 825	21 21	19 20	17 18	15 16	13 14	11 12	9	6 7	4 5		2
825	840	22	20	19	17	15	13	10	8	6	4	2 2 3
840 855		23 24	21 22	19 20	18 18	15 16	13 14	11 12	8 9	6 7	4 5	3
870	885	24	23	21	19	17	15	12	10	7	5	4
885 900	900 915	25 26	23 24	22 22	20 21	18 19	16 17	13 14	11 11	8 9		4 5
915	930	27	25	23	21	20	17	15	12	10	7	5
930 945	945 960	27 28	26 26	24 25	22 23	20 21	18 10	16 17	13 14	10 11		6
945 960	960	28 29	26 27	25 25	23 24	21	19 20	17	14 15	11	9	7
975	990	30	28	26	24	23	21	18	16	13	10	8
990 1,005		31 31	29 30	27 28	25 26	23 24	21 22	19 20	17 18	14 15		8
1,020	1,035	32	30	29	27	25	23	21	18	15	12	10
1,035 1,050		33 34	31 32	29 30	28 28	26 27	24 25	22 22	19 20	16 17	13 14	11 11
1,065	1,080	34	33	31	29	27	25	23	21	18	15	12
1,080	1,095	35	33	32	30	28	26	24	22	19	16	13
1,095	1,110	36	34	32	31	29	27	25	23	20	17	14

If the payroll is SEMI-MONTHLY

And	Tho	Semi-M	onthly	tile pa								
Wages		Seilli-M	Onliny	And	I the num	ber of wit	hholding a	llowances	s claimed	is		
At Least	But Less	0	1	2	3	4	5	6	7	8	9	10
	Than		-	-							-	
1,110	1,125	37	35	33	31	30	28	26	24	21	18	15
1,125	1,140	37	36	34	32	30	29	27	24	22	19	16
1,140	1,155	38	36	35	33	31	29	27	25	23	20	17
1,155 1,170	1,170 1,185	39 40	37 38	35 36	34 34	32 33	30 31	28 29	26 27	24 24	21 21	18 18
1,175	1,200	40	39	37	35	33	32	30	28	25	22	19
1,200	1,215	41	39	38	36	34	32	31	28	26	23	20
1,215	1,230	42	40	38	37	35	33	31	29	27	24	21
1,230	1,245	43	41	39	37	36	34	32	30	28	25	22
1,245	1,260	44	42	40	38	36	35	33	31	29	26	23
1,260 1,275	1,275 1,290	44 45	43 43	41 42	39 40	37 38	35 36	34 34	32 32	29 30	27 28	24 25
1,273	1,290	46	43 44	42	41	39	37	35	33	31	29	26 26
1,305	1,320	47	45	43	41	40	38	36	34	32	30	27
1,320	1,335	47	46	44	42	40	39	37	35	33	30	27
1,335	1,350	48	46	45	43	41	39	38	36	34	31	28
1,350	1,365	49	47	45	44	42	40	38	36	34	32	29
1,365	1,380	49 50	48 40	46 47	44	43	41	39 40	37 38	35	33	30 31
1,380 1,395	1,395 1,410	50 51	49 49	47 48	45 46	43 44	42 42	40	38 39	36 37	34 35	32
1,410	1,425	52	50	48	47	45	43	41	40	38	35	33
1,425	1,440	52	51	49	47	46	44	42	40	38	36	34
1,440	1,455	53	52	50	48	46	45	43	41	39	37	35
1,455	1,470	54	52	51	49	47	45	44	42	40	38	36
1,470	1,485	54	53	51	50	48	46	44	43	41	39	36
1,485 1,500	1,500 1,515	55 56	54 55	52 53	50 51	49 40	47 48	45 46	43 44	42 42	39 40	37 38
1,500	1,515	56 57	55 55	53 54	51 52	49 50	48	46 47	44 45	42	40 41	39
1,530	1,545	58	56	55	53	51	49	47	46	44	42	40
1,545	1,560	58	57	55	54	52	50	48	46	45	43	40
1,560	1,575	59	57	56	54	53	51	49	47	46	43	41
1,575	1,590	60	58	57	55	53	52	50	48	46	44	42
1,590 1,605	1,605 1,620	61 62	59 59	58 58	56 57	54	52 53	51 51	49 50	47 48	45 46	43 44
1,620	1,620	63	60	59	57 57	55 56	53 54	52	50 50	49	40 47	45
1,635	1,650		61	60	58	56	55	53	51	49	48	45
1,650	1,665		62	60	59	57	55	54	52	50	48	46
1,665	1,680	66	63	61	60	58	56	54	53	51	49	47
1,680	1,695		64	62	60	59	57 50	55	53	52	50	48
1,695 1,710	1,710 1,725		64 65	62 63	61 62	59 60	58 58	56 57	54 55	52 53	51 51	49 49
1,710 1,725	1,725	68 69	65 66	63 64	62 63	60 61	58 59	57 57	55 56	53 54	51 52	49 50
1,740	1,755		67	64	63	62	60	58	56	55	53	51
1,755	1,770	71	68	65	64	62	61	59	57	55	54	52
1,770	1,785		69	66	65	63	61	60	58	56	54	53
1,785	1,800		70	67	66	64	62	61	59	57	55	53
1,800	1,815		71 72	68 60	66 67	65 66	63 64	61	59	58 50	56	54 55
1,815 1,830	1,830 1,845		72 73	69 70	67 68	66 66	64 65	62 63	60 61	59 59	57 58	55 56
1,845	1,860		73 73	70 70	68	67	65	64	62	60	58	57
1,860	1,875	77	74	71	69	68	66	64	63	61	59	57
1,875	1,890	78	75	72	70	69	67	65	63	62	60	58
1,890	1,905		76	73	70	69	68	66	64	62	61	59
1,905	1,920		77 70	74 75	71 70	70	68	67 67	65 66	63	61	60
1,920 1,935	1,935 1,950		78 79	75 76	72 73	71 71	69 70	67 68	66 66	64 65	62 63	60 61
1,800	1,330	02							00	UJ	US	UI
4 050 AND		00		ERCENT (					cc	CE	CO	C4

If the payroll is MONTHLY

And Wages		Monthly	/	And	d the num	ber of wit	hholding a	allowance	s claimed	is		
At Least	But Less Than	0	1	2	3	4	5	6	7	8	9	10
0	450	0	0	0	0	0	0	0	0	0	0	0
450 480	480 510		0 0	0 0	0 0	0	0	0	0	0 0	0 0	0 0
510 540	540 570	1 1	0 0	0 0	0 0	0	0 0	0 0	0 0	0 0	0 0	0 0
570	600	2	1	0	0	0	0	0	0	0	0	0
600 630	630 660		1 2	0 0	0 0	0	0 0	0	0	0	0 0	0 0
660	690	4	2	1	0	0	0	Mc	onthl	y $ \mathring{0} $	0	0
690 720	720 750	4 5	3	1 2	0	0	0	0	0	0	0	0
750	780	6	4	2	1	0	0	0	0	0	0	0
780 810	810 840		5 5	3 4	1 2	0	0 0	0	0	0 0	0 0	0 0
840	870	8	6	4	2	0	0	0	0	0	0	0
870 900	900 930	9 10	7 8	5 6	3 3	1 1	0	0	0	0 0	0	0
930	960 990	11	9 10	6 7	4	2	0 1	0	0	0	0	0
960 990	990 1,020		11	8	5 6	3	1	0	0 0	0 0	0 0	0 0
1,020 1,050	1,050 1,080	14 16	12 13	9 10	7 8	4 5	2	0	0	0	0 0	0
1,080	1,110	17	14	11	8	5	2 3	1	0	0	0	0
1,110 1,140	1,140 1,170		15 16	12 13	9 10	6 7	4 4	2	0 0	0	0 0	0
1,170	1,200	20	17	14	11	8	5	3	1	0	0	0
1,200 1,230	1,230 1,260		19 20	16 17	13 14	9 10	6 7	3 4	1 2	0 0	0 0	0 0
1,260	1,290	24	21	18	15	12	8 9	5	3	1	0	0
1,290 1,320	1,320 1,350	26 27	23 24	19 21	16 17	13 14	10	6 7	3 4	1 2	0	0
1,350 1,380	1,380 1,410		25 27	22 24	19 20	15 16	11 12	8 9	5 5	2 3	1	0
1,410	1,440	32	28	25	21	18	14	10	6	4	2	0
1,440 1,470	1,470 1,500	34 35	30 32	26 28	23 24	19 20	15 16	11 12	7 8	4 5	2	0
1,500	1,530	37	33	30	26	22	18	13	9	6	3	1
1,530 1,560	1,560 1,590		35 36	31 33	27 29	23 25	19 21	14 16	10 12	7 8	4 5	2 3 3
1,590	1,620	41	38	34	30	26	22	17	13	9	5 6	3
1,620 1,650	1,650 1,680		39 41	36 37	32 34	28 29	24 25	19 20	14 15	10 11	7 8	4 5
1,680	1,710	46	42	39	35	31	27	22	17	12	9	5
1,710 1,740	1,740 1,770		44 45	40 42	37 38	33 34	28 30	23 25	18 20	14 15	10 11	6 7
1,770	1,800 1,830	50	47	43 45	40 41	36 37	31	27 28	21 23	16 18	12 13	8 9
1,800 1,830	1,860	53	48 50	46	43	39	33 35	30	24	19	13 14	10
1,860 1,890	1,890 1,920		51 53	48 49	44 46	41 42	36 38	32 34	26 28	21 22	16 17	12 13
1,920	1,950	58	54	51	47	44	40	35	30	24	19	14
1,950 1,980	1,980 2,010		56 58	52 54	49 50	45 47	41 43	37 38	31 33	25 27	20 22	15 17
2,010	2,040	63	59	56	52	48	44	40	35	29	23	18
2,040 2,070	2,070 2,100		61 62	57 59	54 55	50 52	46 48	42 43	37 39	31 33	25 27	20 21
2,100	2,130	67	64	60	57	53	49	45	40	34	28	23
2,130 2,160			65 67	62 63	58 60	55 56	51 53	47 48	42 44	36 38	30 32	24 26
2,190	2,220		68	65	61	58	54	50	45	40	34	28

If the payroll is MONTHLY

Mayes   Are -   And the number of withholding allowances claimed is-   And the number of withholding allowances claimed is-   Than		
Than	)	10
2,250		
2,280 2,310 76 73 69 66 62 59 55 50 45 2,310 2,340 78 74 71 67 64 60 55 65 52 47 2,340 2,370 79 76 72 69 65 62 58 54 49 2,370 2,400 81 77 74 70 67 63 60 55 51 2,400 2,430 82 79 75 72 68 65 61 57 52 2,430 2,460 84 80 77 73 70 66 63 58 54 2,440 2,490 86 82 78 75 71 68 64 60 56 2,490 2,520 87 84 80 76 73 69 66 62 57 2,550 2,580 90 87 83 80 76 73 69 66 62 57 2,550 2,580 90 87 83 80 76 73 69 65 61 2,550 2,580 90 87 83 80 76 73 69 65 61 2,550 2,560 2,580 90 87 83 80 76 73 69 65 61 2,560 2,640 93 90 86 83 79 76 72 68 64 2,640 2,670 95 91 88 84 81 77 74 70 65 2,670 2,700 96 93 89 86 82 79 75 71 67 62 66 64 2,640 2,670 95 91 88 84 81 77 74 70 65 2,670 2,700 96 93 89 49 11 87 84 80 77 73 69 64 2,730 2,760 2,730 98 94 91 87 84 80 77 73 69 2,730 2,760 2,820 102 99 95 92 88 85 81 78 75 70 69 2,750 2,820 102 99 95 92 88 85 81 78 78 74 71 67 62 2,700 2,730 98 94 91 87 84 80 77 73 69 2,750 2,820 102 99 95 92 88 85 82 78 75 70 2,760 2,790 100 97 94 90 87 83 80 76 72 2,820 102 99 95 92 88 85 82 78 75 70 2,760 2,790 100 97 94 90 87 83 80 76 72 2,820 2,850 103 100 97 93 90 86 83 79 75 75 71 67 2,820 2,910 106 103 100 97 93 90 86 83 79 75 82 80 2,910 106 103 100 97 93 90 86 83 79 75 82 80 2,910 106 103 100 97 93 90 86 83 79 75 84 84 80 77 73 84 84 80 77 73 84 84 80 77 73 84 84 80 77 73 86 84 84 84 84 84 84 84 84 84 84 84 84 84	36	3
2,340 2,340 78 74 71 67 64 60 56 52 47 2,340 2,370 79 76 72 69 65 62 58 54 49 2,370 2,400 81 77 74 70 67 63 60 55 51 2,400 2,430 82 79 75 72 68 65 62 58 54 49 2,400 2,430 82 79 75 72 68 65 66 61 57 52 2,430 2,460 2,490 86 82 78 75 71 68 64 60 56 2,490 2,520 87 84 80 77 73 69 66 63 58 54 2,490 2,520 87 84 80 76 73 69 66 62 57 2,520 2,550 2,580 90 87 83 80 76 73 69 66 62 57 2,550 2,580 90 87 83 80 76 73 69 65 61 2,580 2,610 92 88 85 81 78 74 71 67 62 2,610 2,640 93 90 86 83 79 76 72 68 64 2,640 2,670 95 91 88 84 81 77 74 70 65 2,610 2,700 96 93 89 86 82 79 75 71 67 68 64 2,640 2,670 95 91 88 84 81 77 74 70 65 2,700 2,730 98 94 91 87 84 80 77 73 69 2,700 2,730 98 94 91 87 84 80 77 73 69 2,700 2,730 98 94 91 87 84 80 77 73 69 2,700 2,730 98 94 91 87 84 80 77 73 69 2,700 2,730 98 94 91 87 84 80 77 73 69 2,700 2,700 97 94 90 87 83 80 76 72 2,820 102 99 95 92 88 85 81 78 78 84 80 77 73 69 2,700 2,730 9,700 97 94 90 87 83 80 76 72 2,820 102 99 95 92 88 85 81 78 78 78 79 75 70 2,760 2,790 100 97 94 90 87 83 80 86 82 78 75 70 2,760 2,930 100 97 94 90 87 83 80 86 82 78 75 70 2,760 2,820 102 99 95 92 88 85 81 78 73 2,850 2,850 103 100 97 93 90 86 83 79 75 2,850 2,850 103 100 97 99 99 99 99 99 99 99 99 99 99 99 99	37	3
2.340         2.370         79         76         72         69         65         62         58         54         49           2.370         2.400         81         77         74         70         67         63         60         55         51           2.400         2.490         86         82         79         75         72         68         65         61         57         52           2.430         2.460         84         80         77         73         70         66         63         58         54           2.490         2.520         87         84         80         76         73         69         66         62         57           2.520         2.550         89         85         82         78         75         71         67         63         59           2.550         2.580         90         87         83         80         76         73         69         65         61         1           2.560         2.610         9.240         93         90         86         83         79         76         72         68         64           2	39	3: 3:
2,370	41 43	3
2,430         2,460         84         80         77         73         70         66         63         58         54           2,490         2,490         86         82         78         75         71         68         64         60         56           2,520         2,550         89         85         82         78         75         71         67         63         59           2,550         2,580         90         87         83         80         76         73         69         65         61           2,580         2,610         92         88         85         81         78         77         76         72         68         64           2,610         2,640         93         90         86         83         79         76         72         68         64           2,640         2,670         95         91         88         84         81         77         74         70         65           2,640         2,760         99         96         92         89         85         82         78         75         70           2,760         2,90 <t< td=""><td>45</td><td>3</td></t<>	45	3
2,460         2,490         86         82         78         75         71         68         64         60         56           2,490         2,520         87         84         80         76         73         69         66         62         57           2,550         2,580         90         87         83         80         76         73         69         65         61           2,580         2,610         92         88         85         81         78         74         71         67         62           2,610         2,640         93         90         86         83         79         76         72         68         64           2,640         2,670         95         91         88         84         81         77         74         70         65           2,670         2,700         96         93         89         86         82         79         75         71         67           2,700         2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790	46	4
2,490         2,520         87         84         80         76         73         69         66         62         57           2,550         2,550         89         85         82         78         75         71         67         63         59           2,550         2,580         90         87         83         80         76         73         69         65         61           2,580         2,610         92         88         85         81         78         74         71         67         62           2,610         2,640         93         90         86         83         79         76         72         68         64           2,670         2,700         96         93         89         86         82         79         75         71         67           2,700         2,730         98         94         91         87         84         80         77         73         69           2,730         2,270         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820	48	4:
2,520         2,550         89         85         82         78         75         71         67         63         59           2,550         2,580         90         87         83         80         76         73         69         65         61           2,580         2,610         92         88         85         81         78         74         71         67         62           2,610         2,640         93         90         86         83         79         76         72         68         64           2,640         2,670         95         91         88         84         81         77         74         70         65           2,670         2,700         96         93         89         86         82         79         75         71         67           2,700         2,730         98         94         91         87         84         80         77         73         69           2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,880         102	50 52	4. 4.
2,550         2,580         90         87         83         80         76         73         69         65         61           2,580         2,640         92         88         85         81         78         74         71         67         62           2,640         2,670         95         91         88         84         81         77         74         70         65           2,670         2,700         96         93         89         86         82         79         75         71         67           2,670         2,730         98         94         91         87         84         80         77         73         69           2,750         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72         2,790         2,820         102         99         95         92         88         85         81         78         73           2,800         2,880         104         102	54	48
2,610         2,640         93         90         86         83         79         76         72         68         64           2,640         2,670         95         91         88         84         81         77         74         70         65           2,670         2,730         98         94         91         87         84         80         77         73         69           2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,880         104         102         98         95         91         88         84         81         77           2,880         2,910         106         103         100         96         93         89         86         82         78           2,910         2,940         107	55	4
2,640         2,670         95         91         88         84         81         77         74         70         65           2,670         2,700         96         93         89         86         82         79         75         71         67           2,700         2,730         98         94         91         87         84         80         77         73         69           2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,850         103         100         97         93         90         86         83         79         75           2,880         2,910         106         103         100         96         93         89         86         82         78           2,910         2,940         107	57	5
2,670         2,700         96         93         89         86         82         79         75         71         67           2,700         2,730         98         94         91         87         84         80         77         73         69           2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,850         103         100         97         93         90         86         83         79         75           2,850         2,880         104         102         98         95         91         88         84         81         77           2,850         2,940         107         105         101         98         94         91         87         84         80           2,910         2,940         107	59	5
2,700         2,730         98         94         91         87         84         80         77         73         69           2,760         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,850         103         100         97         93         90         86         83         79         75           2,850         2,880         104         102         98         95         91         88         84         81         77           2,880         2,910         106         103         100         96         93         89         86         82         78           2,970         3,000         110         108         105         101         97         94         90         87         83           3,000         3,030         3,16	61 63	5: 5
2,730         2,760         99         96         92         89         85         82         78         75         70           2,760         2,790         100         97         94         90         87         83         80         76         72           2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,850         103         100         97         93         90         86         83         79         75           2,850         2,880         104         102         98         95         91         88         84         81         77           2,880         2,910         106         103         100         96         93         89         86         82         78           2,910         2,940         107         105         101         98         94         91         87         84         80           2,940         2,970         108         106         103         99         95         92         88         85         82           3,000         3,030         11	64	5
2,790         2,820         102         99         95         92         88         85         81         78         73           2,820         2,850         103         100         97         93         90         86         83         79         75           2,850         2,880         104         102         98         95         91         88         84         81         77           2,880         2,910         106         103         100         96         93         89         86         82         78           2,910         2,940         107         105         101         98         94         91         87         84         80           2,940         2,970         108         106         103         99         96         92         89         85         82           2,970         3,000         110         108         105         101         97         94         90         87         83           3,030         3,060         113         111         108         104         101         97         93         90         86           3,060         3,120	66	6
2,820       2,850       103       100       97       93       90       86       83       79       75         2,850       2,880       104       102       98       95       91       88       84       81       77         2,880       2,910       106       103       100       96       93       89       86       82       78         2,910       2,940       107       105       101       98       94       91       87       84       80         2,940       2,970       108       106       103       99       96       92       89       85       82         2,970       3,000       110       108       105       101       97       94       90       87       83         3,000       3,030       111       109       106       103       99       95       92       88       85         3,030       3,060       113       111       108       104       101       97       93       90       86         3,090       3,120       117       113       111       107       104       100       97       93       89     <	68	6
2,850         2,880         104         102         98         95         91         88         84         81         77           2,880         2,910         106         103         100         96         93         89         86         82         78           2,910         2,940         107         105         101         98         94         91         87         84         80           2,940         2,970         108         106         103         99         96         92         89         85         82           2,970         3,000         110         108         105         101         97         94         90         87         83           3,000         3,030         111         109         106         103         99         95         92         88         85           3,030         3,060         113         111         108         104         101         97         93         90         86           3,090         3,120         115         112         109         106         102         99         95         91         88           3,090         3,120	69	6-
2,880       2,910       106       103       100       96       93       89       86       82       78         2,910       2,940       107       105       101       98       94       91       87       84       80         2,940       2,970       108       106       103       99       96       92       89       85       82         2,970       3,000       110       108       105       101       97       94       90       87       83         3,000       3,030       111       109       106       103       99       95       92       88       85         3,030       3,060       113       111       108       104       101       97       93       90       86         3,060       3,090       115       112       109       106       102       99       95       91       88         3,090       3,120       117       113       111       107       104       100       97       93       89         3,120       3,150       3,180       120       116       114       110       107       103       100       96	71 72	6 <sup>.</sup>
2,910         2,940         107         105         101         98         94         91         87         84         80           2,940         2,970         108         106         103         99         96         92         89         85         82           2,970         3,000         110         108         105         101         97         94         90         87         83           3,000         3,030         111         109         106         103         99         95         92         88         85           3,030         3,060         113         111         108         104         101         97         93         90         86           3,060         3,090         115         112         109         106         102         99         95         91         88           3,090         3,120         117         113         111         107         104         100         97         93         89           3,150         3,180         120         116         114         110         107         103         100         96         93         3,180         3,210 <td< td=""><td>74</td><td>6</td></td<>	74	6
2,970         3,000         110         108         105         101         97         94         90         87         83           3,000         3,030         111         109         106         103         99         95         92         88         85           3,030         3,060         113         111         108         104         101         97         93         90         86           3,060         3,090         115         112         109         106         102         99         95         91         88           3,090         3,120         117         113         111         107         104         100         97         93         89           3,120         3,150         119         115         112         109         105         102         98         95         91           3,150         3,180         120         116         114         110         107         103         100         96         93           3,180         3,210         3,240         124         119         117         113         110         106         103         99         96	76	7
3,000         3,030         111         109         106         103         99         95         92         88         85           3,030         3,060         113         111         108         104         101         97         93         90         86           3,060         3,090         115         112         109         106         102         99         95         91         88           3,090         3,120         117         113         111         107         104         100         97         93         89           3,120         3,150         119         115         112         109         105         102         98         95         91           3,150         3,180         120         116         114         110         107         103         100         96         93           3,180         3,210         122         117         115         112         108         105         101         98         94           3,210         3,240         124         119         117         113         110         106         103         99         96           3,270	77	7:
3,030       3,060       113       111       108       104       101       97       93       90       86         3,060       3,090       115       112       109       106       102       99       95       91       88         3,090       3,120       117       113       111       107       104       100       97       93       89         3,120       3,150       119       115       112       109       105       102       98       95       91         3,150       3,180       120       116       114       110       107       103       100       96       93         3,180       3,210       122       117       115       112       108       105       101       98       94         3,210       3,240       124       119       117       113       110       106       103       99       96         3,240       3,270       126       120       118       115       111       108       104       101       97         3,300       3,330       3,330       129       123       121       118       114       111       107	79	7:
3,060       3,090       115       112       109       106       102       99       95       91       88         3,090       3,120       117       113       111       107       104       100       97       93       89         3,120       3,150       119       115       112       109       105       102       98       95       91         3,150       3,180       120       116       114       110       107       103       100       96       93         3,180       3,210       122       117       115       112       108       105       101       98       94         3,210       3,240       124       119       117       113       110       106       103       99       96         3,240       3,270       126       120       118       115       111       108       104       101       97         3,300       3,330       128       122       120       116       113       109       106       102       99         3,300       3,360       131       125       122       119       116       112       109       10	80 82	70 73
3,090         3,120         117         113         111         107         104         100         97         93         89           3,120         3,150         119         115         112         109         105         102         98         95         91           3,150         3,180         120         116         114         110         107         103         100         96         93           3,180         3,210         122         117         115         112         108         105         101         98         94           3,210         3,240         124         119         117         113         110         106         103         99         96           3,240         3,270         126         120         118         115         111         108         104         101         97           3,270         3,300         128         122         120         116         113         109         106         102         99           3,300         3,330         133         125         122         119         116         112         109         105         102           3,360	84	79
3,150       3,180       120       116       114       110       107       103       100       96       93         3,180       3,210       122       117       115       112       108       105       101       98       94         3,210       3,240       124       119       117       113       110       106       103       99       96         3,240       3,270       126       120       118       115       111       108       104       101       97         3,270       3,300       128       122       120       116       113       109       106       102       99         3,300       3,330       129       123       121       118       114       111       107       104       100         3,330       3,360       131       125       122       119       116       112       109       105       102         3,360       3,390       133       127       124       121       117       114       110       107       103         3,420       3,450       3,450       137       131       126       124       120       117	85	8
3,180       3,210       122       117       115       112       108       105       101       98       94         3,210       3,240       124       119       117       113       110       106       103       99       96         3,240       3,270       126       120       118       115       111       108       104       101       97         3,270       3,300       128       122       120       116       113       109       106       102       99         3,300       3,330       129       123       121       118       114       111       107       104       100         3,330       3,360       131       125       122       119       116       112       109       105       102         3,360       3,390       133       127       124       121       117       114       110       107       103         3,390       3,420       135       129       125       122       119       115       112       108       105         3,420       3,450       3,450       137       131       126       124       120       117 <td>87</td> <td>8</td>	87	8
3,210       3,240       124       119       117       113       110       106       103       99       96         3,240       3,270       126       120       118       115       111       108       104       101       97         3,270       3,300       128       122       120       116       113       109       106       102       99         3,300       3,330       129       123       121       118       114       111       107       104       100         3,330       3,360       131       125       122       119       116       112       109       105       102         3,360       3,390       133       127       124       121       117       114       110       107       103         3,390       3,420       135       129       125       122       119       115       112       108       105         3,420       3,450       3,450       137       131       126       124       120       117       113       110       106         3,480       3,480       138       132       128       125       122       118 </td <td>89 90</td> <td>8<sub>1</sub> 81</td>	89 90	8 <sub>1</sub> 81
3,240         3,270         126         120         118         115         111         108         104         101         97           3,270         3,300         128         122         120         116         113         109         106         102         99           3,300         3,330         129         123         121         118         114         111         107         104         100           3,330         3,360         131         125         122         119         116         112         109         105         102           3,360         3,390         133         127         124         121         117         114         110         107         103           3,390         3,420         135         129         125         122         119         115         112         108         105           3,420         3,450         137         131         126         124         120         117         113         110         106           3,480         3,480         138         132         128         125         122         118         115         111         108	90	8.
3,300       3,330       129       123       121       118       114       111       107       104       100         3,330       3,360       131       125       122       119       116       112       109       105       102         3,360       3,390       133       127       124       121       117       114       110       107       103         3,390       3,420       135       129       125       122       119       115       112       108       105         3,420       3,450       137       131       126       124       120       117       113       110       106         3,450       3,480       138       132       128       125       122       118       115       111       108         3,480       3,510       140       134       129       127       123       120       116       113       109         3,510       3,540       142       136       130       128       125       121       118       114       111         3,540       3,570       144       138       132       130       127       123       119	93	8
3,330       3,360       131       125       122       119       116       112       109       105       102         3,360       3,390       133       127       124       121       117       114       110       107       103         3,390       3,420       135       129       125       122       119       115       112       108       105         3,420       3,450       137       131       126       124       120       117       113       110       106         3,450       3,480       138       132       128       125       122       118       115       111       108         3,480       3,510       140       134       129       127       123       120       116       113       109         3,510       3,540       142       136       130       128       125       121       118       114       111         3,540       3,570       144       138       132       130       127       123       119       116       112	95	9
3,360       3,390       133       127       124       121       117       114       110       107       103         3,390       3,420       135       129       125       122       119       115       112       108       105         3,420       3,450       137       131       126       124       120       117       113       110       106         3,450       3,480       138       132       128       125       122       118       115       111       108         3,480       3,510       140       134       129       127       123       120       116       113       109         3,510       3,540       142       136       130       128       125       121       118       114       111         3,540       3,570       144       138       132       130       127       123       119       116       112	97	9:
3,390     3,420     135     129     125     122     119     115     112     108     105       3,420     3,450     137     131     126     124     120     117     113     110     106       3,450     3,480     138     132     128     125     122     118     115     111     108       3,480     3,510     140     134     129     127     123     120     116     113     109       3,510     3,540     142     136     130     128     125     121     118     114     111       3,540     3,570     144     138     132     130     127     123     119     116     112	98 100	9. 9.
3,420     3,450     137     131     126     124     120     117     113     110     106       3,450     3,480     138     132     128     125     122     118     115     111     108       3,480     3,510     140     134     129     127     123     120     116     113     109       3,510     3,540     142     136     130     128     125     121     118     114     111       3,540     3,570     144     138     132     130     127     123     119     116     112	100	9
3,480     3,510     140     134     129     127     123     120     116     113     109       3,510     3,540     142     136     130     128     125     121     118     114     111       3,540     3,570     144     138     132     130     127     123     119     116     112	103	9
3,510 3,540 142 136 130 128 125 121 118 114 111 3,540 3,570 144 138 132 130 127 123 119 116 112	104	10
3,540 3,570 144 138 132 130 127 123 119 116 112	106	10:
	107 109	10- 10:
3,570 3,600 146 140 134 131 128 125 121 117 114	110	10
3,600 3,630 147 141 135 132 130 126 123 119 115	112	10
3,630 3,660 149 143 137 134 131 128 124 121 117	113	110
3,660 3,690 151 145 139 135 133 129 126 122 119 3,690 3,720 153 147 141 137 134 131 127 124 120	115 117	11 <sup>1</sup>
3,720 3,750 155 149 143 138 136 132 129 125 122	118	11:
3,750 3,780 156 150 144 139 137 134 130 127 123	120	110
3,780 3,810 158 152 146 141 139 135 132 128 125	121	118
3,810 3,840 160 154 148 142 140 137 133 130 126	123	119
3,840 3,870 162 156 150 144 141 138 135 131 128 3,870 3,900 164 158 152 146 143 140 136 133 129	124 126	12 <sup>2</sup> 12 <sup>2</sup>
6 PERCENT OF THE EXCESS OVER 3,900 PLUS	.20	12

3,900 AND OVER 

